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THE LIBRARIANS' GLOSSARY

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TERMS USED IN LIBRARIANSHIP AND THE
BOOKCRAFTS

By

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PREFACE

THE need for a glossary of terms used in librarianship has been felt by students of library work and by librarians in the performance of their duties for a long time. This work is an attempt to meet that need. It is primarily a glossary of *library* terms, but includes such subjects as printing, paper-making, publishing, binding, and illustrating, with which a librarian must be familiar, not only for the satisfactory performance of his professional duties, but also to meet the requirements of the Library Association's examinations. These other subjects have, therefore, been included, but only partially, because complete glossaries of these subsidiary subjects would not only be of immense size and beyond the purse of the average library assistant, but would be duplicating material which can be found in other books. The terms associated with these subjects have, therefore, been selected with the needs of the examination student and the practising librarian in mind.

This work has been compiled primarily for the use of students of librarianship who have always needed such a book at hand during their studies, and was intended to be of more immediate value for those preparing for the new Library Association syllabus, which included a section on terminology. The postponement of the adoption of this syllabus for a couple of years will not make the need for the book any the less.

It is anticipated that not only will the book be useful to public, university, county and school librarians, but that it will also find a place on the open shelves in reference libraries.

In certain subjects connected with librarianship, terms are used with different meanings by different people. In some cases it has been possible to give several definitions, in others the more usual definition and the one generally accepted has been used.

The classified lists of terms at the end of the book have been provided as a check-list for students, but they will also be useful as a reminder when trying to remember a term which is temporarily evasive.

I am indebted to my former Chief, W. C. Berwick Sayers, to my former colleague, Henry A. Sharp, and to Kenneth G. Hunt for their valuable suggestions made when looking through the Classification, Cataloguing and Bibliography sections, respectively. Mr. Sharp has, in addition, permitted me to use the definitions which form an appendix to his *Cataloguing*. I am indebted also to Miss Helen M. Briggs for compiling the definitions of the terms used in palæography and archives.

I am grateful to the following publishers for permission to use definitions from certain books published by them: R. R. Bowker & Co. (*Holden's Bookman's Glossary*); G. E. Stechert & Co. (*Hitchler's Cataloguing for Small Libraries*); Spalding and Hodge, Ltd. (*Paper Terminology*); Allen and Unwin, Ltd. (*Knight's Business Man's Guide to Printing*); The Library Association (*A.A. Code*); United Typothetæ of America (*Dictionary of Graphic Arts Terms*); Grafton & Co. (*Coutts and Stephen's Library Bookbinding, Library Economics*).

L. MONTAGUE HARROD.

Mitcham,
1938.

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GLOSSARY

ABBREVIATED CARD. An added entry catalogue card (title, translator, etc.) which does not contain as much information as the main entry card.

ABRIDGED EDITIONS. Editions which reproduce fragments of a complete work, or which summarize the original text of a work.

ABRIDGEMENT. *Synonymous with* EPITOME (*q.v.*).

ABSTRACT. 1. A form of current bibliography in which the contributions to periodicals are summarized and published in periodical form, frequently arranged in classified order. 2. The individual entry.

ABSTRACTION. The mental process of dividing and grouping involved in classifying.

ACCESSION (*verb*). To enter in an accessions register particulars of each book in the order of its acquisition.

ACCESSION BOOK. *See* ACCESSIONS REGISTER.

ACCESSION DEPARTMENT. *See* CATALOGUING DEPARTMENT.

ACCESSION NUMBER. The number given a book from the ACCESSIONS REGISTER (*q.v.*).

ACCESSION ORDER. The arrangement of books on the shelves according to the order of their addition to a class; a numerical and chronological as distinguished from a classified arrangement.

ACCESSIONS REGISTER. The chief record of the books added to a library. Books are numbered progressively as they are added and entered in the register. It may be in book form or on cards, and gives a condensed description and history of each book from its reception to its withdrawal.

ACCIDENT. *See* PREDICABLES, FIVE.

ADAPTATION. A book that has been re-written or edited, wholly or in part, usually for a particular purpose. Not to be confused with an abridgement.

ADDED COPIES. Duplicate copies of titles already in stock. Not to be confused with ADDED EDITION (*q.v.*).

ADDED EDITION. A different edition from the one already in the library.

ADDED ENTRY. A secondary catalogue entry, i.e. any other than the main entry. Where printed cards are used, being a duplicate of the main entry, with the addition of a special heading for subject, title, or translator. When printed cards are not used, it is usually abbreviated by the omission of all or part of the imprint and collation, and sometimes of sub-titles. It must not be confused with a CROSS-REFERENCE (*q.v.*).

ADDENDUM. (*Pl.*—Addenda) *Synonymous with* APPENDIX (*q.v.*).

ADDITIONS, LIST OF. A list of recent books added to a library's stock. It may be in alphabetical, classified, or accession order.

ADJUSTABLE PERIODICALS LIST. A list, consisting of the titles of periodicals typed or printed on small strips of card which are kept in position by xylonite strips attached to a wooden backing and framed.

ADMINISTRATIVE OFFICE ASSISTANT. In American libraries, a person, such as a business manager or secretary to the Chief Librarian or Director, who performs work of a specialized nature but does not require to have a library training.

ADOPTION OF THE PUBLIC LIBRARIES ACTS. The decision of the local authority to take steps to provide library facilities as permitted by law.

A.D.S. (autograph document signed). A document entirely in the handwriting of the signer.

ADVANCE COPIES (SHEETS). Copies of a book bound,

or in sheets, printed for preliminary notices or for publication in more than one place at a time.

AJOURE BINDING. A style of binding practised in the last third of the fifteenth century at Venice. It was in the traditional Eastern manner with arabesques, gilding, and cut-out leather, over a coloured background.

A.L.A. Abbreviation for American Library Association. Also for Associate of the [English] Library Association.

ALBERTYPE. A process of making pictures with a gelatine-covered plate, the printing being a variety of photogravure. *United Typothetae.*

ALCOVE. A recess formed by placing two presses at right angles to a wall, and touching it at one end.

ALCOVE MARK. In an old library, the mark used to indicate in which alcove any particular book may be found. Books in such libraries are arranged according to location and not classification. *See* FIXED LOCATION.

ALDINE (ITALIAN) STYLE. Ornaments of solid face without any shading whatever, used by Aldus and other early Italian printers. The ornaments are Arabic in character, and are suitable for early printed books.

ALL ALONG. The method of sewing by hand the sections (usually on cords or tapes) of a book, when the thread goes "all along" or from kettle-stitch to kettle-stitch inside the fold of each section. Also used to describe machine book-sewing when each section is sewn with the full number of stitches.

ALL RIGHTS RESERVED. A phrase placed in a book usually on the back of the title page, signifying that the copyright is reserved, and that proceedings may be taken against any person doing anything which infringes that copyright.

ALLONYM. A false name, especially the name of some person assumed by an author to conceal identity or gain credit; an alias; a pseudonym.

ALL-OVER STYLE. The style of book decoration in which the field is divided into squares.

ALLUSION BOOK. A collection of contemporary allusions to a famous writer.

ALMANAC. An annual hand-book containing a variety of useful information.

ALPHABETIC SUBJECT CATALOGUE. One arranged alphabetically by subjects, usually without subdivisions.

ALPHABETICO-CLASSED CATALOGUE. An alphabetical subject catalogue, in which entries are not made under the specific subject, as in the dictionary form, but under their appropriate classes, each class being subdivided alphabetically to accommodate the subjects. Author and title entries may be included in the same alphabet.

ALPHABETIZATION. Arranging a list of words, names, or phrases according to the letters of the alphabet. There are two methods in use: 1, "letter by letter"; 2, "word by word," or "nothing before something." In the former method "Newton" *precedes*, in the latter it *follows*, "New York." The second method is used here.

A.L.S. (autograph letter signed). A letter entirely in the handwriting of the signer.

ALTERNATIVE TITLE. More commonly known as the sub-title; often the part following "or," "a," or "an."

AMBIGUOUS TITLE. One which is so vague that it may be misunderstood. In a catalogue, amplification may be made in brackets immediately following the title, or in a note.

AMPERSAND. The abbreviation, sign or character for the word "and," thus: &.

—**ANA** (often with the euphonic *i* added: IANA). A suffix to names of persons or places, denoting a collection of books, anecdotes, literary gossip, or other facts

or pieces of information, e.g. Americana, Johnsoniana, Lincolniana.

ANAGRAM. A transposition of the letters of a word or sentence resulting in some new word or sentence.

ANALYSIS. A book is said to be "analysed" when any part of it is recorded separately by means of analytical entries (*q.v.*).

ANALYTIC. *See* ANALYTICAL ENTRY.

ANALYTICAL ENTRY. An entry for part of a book, periodical or other publication, including an indication of the work containing it. Analytics may be made under authors, subjects or titles.

ANALYTICAL INDEX. An index in which the entries are not arranged alphabetically, but the subject of the work is divided under a number of main headings and these in turn are subdivided as necessary. The abstracts (or papers) included in the volume to be indexed are then classified according to this scheme and so placed in their appropriate places in the analytical index.

ANASTATIC PRINTING. A process or method of obtaining facsimile impressions of any printed design or engraving by transferring it to a plate of zinc, which, on being subjected to the action of an acid, is etched or eaten away, with the exception of the parts covered with ink. These parts are left in relief and can readily be printed from.

ANASTATIC REPRINTS. Unaltered reprints made in the mid-nineteenth century, especially in France, by making an inked offset of the type on metal plates which were etched in relief.

ANGLO-AMERICAN CODE. The cataloguing code devised by the Library Association and the American Library Association, and published in 1908. It consists of definitions, 174 substantive rules (with variations where the two committees could not agree, and where

some recognized authority such as the Library of Congress differed from the rule recommended) appendices of abbreviations, transliterations, and sample catalogue cards illustrating the rules.

ANNALS. A record of events in their chronological order, year by year.

ANNOTATION. Any elucidation, appraisal or evaluation of a book's contents, beyond that given in the catalogue entry as taken from the title-page.

ANONYM. 1. An anonymous publication. 2. An anonymous person or writer. 3. A pseudonym.

ANONYMOUS. A book is said to be anonymous when the author's name does not appear anywhere in the book (title-page, preface, introduction, foreword). According to some authorities, if the authorship can be traced in other catalogues or bibliographies it may be otherwise considered.

ANOPISTHOGRAPHIC BLOCK BOOK. One that is pressed on to only one side of the paper, writing ink being used.

ANTHOLOGY. A collection of choice extracts, usually of poetry or on one subject from the writings of one author, or various authors.

ANTIQUA. A German expression for Roman types. A small book hand based on the Caroline minuscule, called *lettera tonda* or *lettre ronde* (round letter) in Italy and France. Type based on this writing is now known as Roman, and is the usual kind of type (as distinct from *italic*) used for book work.

ANTIQUE. The name given to printing papers made from esparto grass. They usually have a rough surface, and the poorer qualities are called *featherweight*. The term originally referred to machine-made paper made in imitation of hand-made paper.

ANTONYM. A word having the opposite meaning of another. The opposite of synonym.

ANTONYMOUS CATCHWORDS. Headings used in an index, which are exactly opposite in meaning.

APOCONYM. A name changed by the cutting off or elision of letters or syllables.

APOCRYPHAL. Of unknown authorship or doubtful authenticity.

APPENDIX. Matter which comes at the end of the text and contains notes too long for footnotes, tables of figures, tables of statistics, or other items for which there is no room in the body of the book.

APPLICATION BLANK. *Synonymous with APPLICATION FORM (q.v.).*

APPLICATION FORM (voucher). The form, usually a card size 5 in. by 3 in., on which persons wishing to join the children's or adult lending libraries, or to obtain books for use in (or away from) a reference library, make their application. In most libraries, applicants for lending library tickets have to obtain the signature of a ratepayer as guarantor, but in a few libraries, as recommender. In some libraries, applicants whose names appear in the current list of electors are permitted to borrow without obtaining the signature of another person.

APPLIED BIBLIOGRAPHY. *Synonymous with HISTORICAL BIBLIOGRAPHY (q.v.).*

APPRAISAL. An estimate of the value of a book as a contribution to a subject.

AQUATINT. A process of etching on copper or steel plates by means of nitric acid, producing an effect resembling a fine drawing in water colours, sepia or India ink. Now supplanted commercially by lithography.

ARABESQUE. A species of decoration consisting of interlaced lines and convoluted curves arranged in more or less geometrical patterns; so called because it was brought to its highest perfection by Arabian or kindred

artists. Also applied to a fanciful mixture of animals, birds, and insects, and of plants, fruit and foliage, involved and twisted; but pure arabesque has in it no representation of living forms, as this is forbidden by the Koran.

ARABIC FIGURES. The numeral characters 1, 2, 3, etc., as distinct from Roman numerals I, II, III, etc., so called as having been introduced into European from Arab use.

ARCHETYPAL NOVEL. Commonly used to describe the earliest romances, tales and works of fiction, the forerunners of the modern novel.

ARCHIVE. 1. A public record or historical document kept in a recognized repository. 2. The repository itself.

ARCHIVIST. A person who has the care of an archive.

ARISTRONYM. A title of nobility converted into, or used as, a surname.

ARMARIAN. A worker in a monastic library whose duty it was to prevent the books under his charge from being injured by insects, to look after bindings, and keep a correct catalogue.

ART. The name given to papers coated by brushing on China clay, sulphate of barium, or sulphate of lime and alumina (the last for the "satin-white" finish) and afterwards polished. In *imitation art* the paper is "loaded" (i.e. the China clay is mixed in with the fibre) not "coated."

ART CANVAS. A cloth for bookbinding, also known as *light-weight buckram*.

ARTIFICIAL CHARACTERISTIC. *See* CHARACTERISTIC OF A CLASSIFICATION.

ARTIFICIAL CLASSIFICATION. One in which some accidental thing is adopted as the "difference." *See* PREDICABLES, FIVE, or characteristic of arrangement. Classification by analogy, i.e. by external or accidental likeness, unlikeness, or apparent purpose. *See* CHARACTERISTICS OF A CLASSIFICATION.

- ARTOTYPE. A photo-engraved picture made by one of the gelatine processes. *United Typotheta.*
- ASCENDERS. Lower-case letters with ascending strokes, such as l, t, d. *See also* DESCENDERS.
- ASCETONYM. The name of a saint used as a proper name.
- ASSEMBLING. Bringing together the various parts of a printing job in the correct order.
- ASSOCIATION BOOKS. Books having an autograph inscription or notes by the author, or in any way intimately connected with a prominent person who may have owned or presented them.
- ASTERISK (*). The most used reference mark, technically known as a Star. *See* REFERENCE MARKS.
- ASYNDETIC. Without cross-references. The reverse of SYNDETIC (*q.v.*).
- ATLAS FOLIO. The largest size folio. About 16 in. by 25 in. *See also* ELEPHANT FOLIO.
- ATTRIBUTED AUTHOR. The person to whom a book is attributed, because of doubt as to the authorship.
- AUTHOR. The person, persons, or corporate body responsible for a book's existence. Usually to be distinguished from an editor, translator, compiler, etc., though, failing any alternative, these may be regarded as authors.
- AUTHOR ANALYTIC. *See* ANALYTICAL ENTRY.
- AUTHOR BIBLIOGRAPHY. One dealing with a particular author. It may include biographies and criticisms of his work as well as a list of his books.
- AUTHOR CARD. A card bearing an author entry; usually the main entry card.
- AUTHOR CATALOGUE. A catalogue arranged alphabetically under authors' names, usually including entries under editors, translators, etc., and having a subject index.
- AUTHOR ENTRY. The entry under the name of the person or body responsible for a book's existence. Failing a real name, the author entry may have to be

made under a pseudonym, initials, or some other heading. It is usually the MAIN ENTRY (*q.v.*).

AUTHOR INDEX. An index of authors' names.

AUTHOR MARK. Symbols (letters, figures, or other signs) used to represent authors and individualize books having the same class, subject, or shelf number, in order to simplify the arrangement of books and catalogue entries. *See also* CUTTER AUTHOR MARKS, MERRILL ALPHABETING NUMBERS.

AUTHOR NUMBER. *Synonymous with* AUTHOR MARK (*q.v.*).

AUTHOR TABLE. A printed list used in assigning author numbers, e.g., the CUTTER AUTHOR MARKS, or the CUTTER-SANBORN THREE-FIGURE TABLE.

AUTHORITY ENTRY. An entry for a society or institution, giving such particulars as the date of founding, date of incorporation, changes of name, and affiliation or union with other societies.

AUTHORITY LIST. A list of all personal and corporate names, names of anonymous classics and sacred books, the titles of anonymous books and the headings for series cards appearing as headings in the catalogue, sometimes with references to books in which each name and its variants were found.

These are made in connection with the first book by an author only and give the cataloguer a record of the forms used in the public catalogues.

AUTHOR-PUBLISHER. The writer of a work who is his own publisher.

AUTHOR'S CORRECTIONS. Deviations from the original copy, as distinct from corrections by the author of printer's errors.

AUTHOR'S EDITION. The collected or complete edition of an author's works, uniformly bound, and indicating in the title that it is the complete works of the author. *See also* DEFINITIVE EDITION.

AUTHOR'S PROOF. The clean proof sent to an author after the compositor's errors have been corrected.
Abbreviated: A.P.

AUTHOR'S REVISE. Proof bearing the author's or editor's corrections.

AUTOGRAPHY. 1. The author's own handwriting.
2. Reproductions of the form or outline of anything by an impression from the thing itself. 3. A lithographic process of reproducing writing, drawing, etc., in facsimile.
4. That branch of diplomatics which is concerned with autographs.

AUTONYM. The real name of an author.

BACK. *Synonymous with SPINE (q.v.).*

BACK MARK. A small oblong block or number printed in such a position on the sheet that when the sheets of a book are folded and placed together for casing, the oblongs or numbers will follow each other in a slanting and/or numerical sequence down the spine and thus show if any section has been duplicated or omitted.

BACK-BONE. *Synonymous with SPINE (q.v.).*

BACKING. Bending over the folds at the back of a book to provide grooves into which to fit the boards. The ridge so formed is called a "joint."

BACKING BOARDS. Boards used when backing and forming the groove or joint. They are made of very hard wood and sometimes faced with iron. The edge intended to form the groove is thicker than that which goes towards the fore-edge, so that when placed on either side of the book in the lying press the power of the press is directed towards the back.

BACKING MACHINE. A machine for backing books, generally used for publishers' binding and cheap work.

BACKS. The "back" margin of pages, that part of the book which is sewn when bound.

BACONIAN CLASSIFICATION. The scheme propounded by Francis Bacon in his *Advancement of Learning*

(1605), which more than any other philosophical scheme of thought, or classification of knowledge, has had the greatest influence on library classification. It was based on the three faculties, Memory, Imagination, and Reason, and these produced the three main headings, History, Poetry, and Philosophy. The scheme was used for the arrangement of books, and its inversion is the basis of Dewey's Decimal Classification.

BAILIFF. 1. Official under a sheriff mainly concerned with the serving of writs and making arrests. 2. Manorial official, usually next in rank to the Steward, and standing in a similar relationship to him as (1) to the sheriff.

BANDS. The cords or strings whereon the sheets of a book are sewed. With flexible sewing the bands appear upon the back. When books are sewn so as to imbed the cord in the back, the appearance of raised bands is sometimes produced by narrow strips of leather glued across the back before the volume is covered. The space between the bands is called "between bands."

BASIL. A thin sheepskin not suitable for library book-binding.

BAS-RELIEF PRINTING. *Synonymous with* EMBOSsing (*q.v.*).

BASTARD TITLE. *Synonymous with* HALF-TITLE (*q.v.*).

BASTARD TYPE. Type having the face larger or smaller than the size proper to the body, as a nonpareil face on a brevier body, or 10 point face on 11 point body (as this book), used to give the appearance of being leaded.

BATTERED. Type matter or electros when accidentally injured, or so worn that they give defective impressions are said to be battered.

BATTLEDORE. *See* HORN-BOOK.

BED. That part of the printing machine on which the Forme is laid. *See* CHASE.

BEDFORD BINDINGS. Bindings by Francis Bedford (1799-1883), an Englishman who succeeded to the

business of Charles Lewis. He was the greatest English binder of his time, but his work has little artistic merit and little originality. He attained good results by imitating early Venetian work, with twisted or Saracenic ornament, as well as the later Veneto-Lyonese style, practised in England in Queen Elizabeth's time.

BELLES LETTRES. Polite literature, or works of literary art showing grace and imagination, as poetry, drama, fiction and essays. From the French; literally, "beautiful letters."

BESPEAKING BOOKS. *See* RESERVING BOOKS.

BEVELLED BOARDS. Heavy boards with bevelled edges principally used for large books in imitation of antique work.

BIBELOT. An unusually small book, valuable as a curiosity because of its format or rarity.

BIBLIA PAUPERUM. A sort of picture book of Scriptural subjects, with vernacular text. Very popular among clergy and laity in Continental countries before the Reformation. Many manuscripts of it are preserved in different languages. It was one of the first books printed in the Netherlands and Germany, first from blocks and then from type. It was reprinted several times in later years, most recently in 1884, with a preface by Dean Stanley.

BIBLIOGRAPHEE. A person concerning whom a bibliography has been made.

BIBLIOGRAPHICAL CLASSIFICATION. One designed for the classification of books and other literary material, and for the entries in bibliographies and catalogues.
See also KNOWLEDGE CLASSIFICATION.

BIBLIOGRAPHING. The action of consulting bibliographies.

BIBLIOGRAPHY. 1. In relation to cataloguing, a list of books and sometimes of other material too, such as articles and illustrations, by an author, on a subject,

printed by one printer, in one place, or during one period: the literature of a subject. Bibliographies may be (a) complete, (b) general or universal, i.e. attempting to include books published in every country and age, and on all subjects, (c) national, i.e. those printed or published in a specific country, (d) select, usually "best books," or books suited to a special purpose, (e) special, i.e. limited to one author or subject, (f) trade, compiled primarily to facilitate the sale or purchase of books. 2. The art or science of correctly describing books (their literary contents, physical make up). Loosely, the science of books. The science of making books. 3. The science of books, which can be divided into: HISTORICAL, dealing with the history of book production; BIBLIOTHECAL, concerned with the collection, preservation, and organization of books in libraries; ENUMERATIVE, lists of all kinds of books with annotations enumerating their contents; PRACTICAL, dealing with the work of student and author in compiling bibliographies (*Van Hoesen and Walter*). 4. The study of lists of literature (*Schneider*). 5. The art of recording books. The science of the making of books and of their extant record. (*Esdaile*). 6. A list of books arranged according to some permanent principle (*Besterman*).

BIBLIOLOGY. The theory of bibliography, dealing with the construction of books from the beginnings to the present day, including paper and other materials, typography, illustration and binding.

BIBLIOPEGY. The art of bookbinding.

BIBLIOPHILE. A lover of books.

BIBLIPOLE. One who deals in books.

BIBLIOTAPHE. One who keeps his books under lock and key.

BIBLIOTHECA. 1. A library. 2. A bibliographer's catalogue.

BIBLIOTHECAL CLASSIFICATION. A classification scheme for the arrangement of books on the shelves of a library.

BIBLIOTHECARY. 1. A librarian. 2. A library.

BIFURCATE CLASSIFICATION. 1. A classification branching in pairs, positive and negative, such as the Tree of Porphyry. Also called classification by dichotomy.

2. The bifurcate division of a genus by a single significant difference into a species and a residuum, which may or may not be disregarded in further division.

BILL. A written complaint at law.

BILL OF MIDDLESEX. A precept having the same force as a writ, but with the formal opening omitted.

BINDER'S TITLE. The title lettered on the back of a book when rebound, to distinguish it from the publisher's title on the cover or title page.

BINDING. *See* BOOKBINDING.

BINDING FROM SHEETS. Purchasing books in unfolded sheets and having them bound by the library binder.

BINDING RECORD. A record of books sent to the binder. This may be the book-card, a duplicate of the binding slip, or a special record.

BINDING SLIP (SHEET). The form on which instructions for binding are written for the binder's guidance.

BIOGRAPHEE. The person whose biography is the subject of a book.

BIOGRAPHY. A written account of a person's life.

BISCOE TIME NUMBERS (BISCOE DATE TABLE).

A somewhat confusing table (as the symbols are similar to the cutter author marks) which allocates letters to year periods in order to arrange books in chronological order both on the shelves and in the catalogue.

The full table is as follows :

A	B.C.	J	1830-1839	S	1920-1929
B	0-999	K	1840-1849	T	1930-1939
C	1000-1499	L	1850-1859	U	1940-1949
D	1500-1599	M	1860-1869	V	1950-1959
E	1600-1699	N	1870-1879	W	1960-1969
F	1700-1799	O	1880-1889	X	1970-1979
G	1800-1809	P	1890-1899	Y	1980-1989
H	1810-1819	Q	1900-1909	Z	1990-1999
I	1820-1829	R	1910-1919		

Examples of use : a book published in 1676 would be lettered E76, a book published in 1916 would be lettered R6.

BLACK FACE. *Synonymous with BOLD FACE (q.v.).*

BLACK LETTER. A term used to indicate old English, text, or church type. *Synonymous with GOTHIC TYPE.*
See LETTRE DE FORME.

BLACK-LIST. A list of readers who have lost books and not paid for them, or owe fines, and of guarantors who have not fulfilled their obligations in respect of readers they have guaranteed.

BLANK LEAVES. The unprinted leaves to be found at each end of a book. If these are conjugate with printed leaves they should be included in a description of the book, but if only binder's fly-leaves, ignored.

bled. A book, the letterpress or plates of which have been cut into by the binder is said to have been "bled."
See also CROPPED.

BLEED. Printed matter which has been trimmed so close that the text or plates are cut into is said to "bleed."
See also CROPPED, CUT, TRIMMED, UNCUT.

"BLIND" CROSS-REFERENCES. Cross-references in an index to catch-words which do not occur in the index, or a reference back to the word from which the original reference was made.

BLIND TOOLING. *See TOOLING.*

BLIND-BLOCKED. Lettering on book covers not inked or gilt, only embossed or impressed.

BLOCK. 1. To print with a solid shading at the bottom or

sides, as a second impression in a different colour and in a projecting position. 2. In bookbinding, to emboss on letter book covers with a block or frame containing the entire device, and at one operation, as distinguished from die stamping. 3. A large stamp used by bookbinders for impressing a design on a book cover. 4. A type-high piece of wood or metal, either with or without a design, from which an impression can be made. 5. To secure a plate to its proper position for printing. 6. A piece of wood or metal on which a stereotype, electrotpe or other plate is mounted to make it type high. 7. A piece of hard wood used by engravers. 8. The core of a roller on a lithographing press. 9. In photography, to paint over a part of a negative to prevent or modify its printing.

BLOCK-BOOKS. In the early fifteenth century, wood-block printing for textiles, playing-cards, figures of saints, etc., was familiar in northern and western Europe. It was only a short step to cut the text as well as the illustrations of a book from a block of wood and bind up the resulting woodcuts in volumes. These are known as block-books. Most are dateable from 1460-1480, although 1440 has been given to 2, and the latest known is of 1517. Block-books exist in 3 forms : (1) those in which the cuts are simply pasted in spaces left for the purpose in MS. books ; (2) those in which the woodcut text and figures are impressed in writing ink on one side only of the leaves ; (3) those printed in printer's ink on both sides of the leaves. *See also* **WOODCUTS.**

BLOCKING. The impressing of a gold leaf, metal foil, or other graphic media into the book-cover by means of a stamp having a raised surface. The term is also applied to the impressing of type, blocks, etc., without any intervening media, this operation being known as "blind-blocking."

- BLUE BOOK.** A book containing an official report or account by the Government. The British colour is blue; French, yellow; German, white; Italian, green.
- BLURB.** The publisher's description of his books, usually found on the front flap of book jackets.
- BOARD LABEL.** The label pasted on the inside of the front board to show ownership. It usually bears a few of the more important rules. Also called a Book-plate or Book-label.
- BOARDS.** The sheets of pasteboard or strawboard used for binding books. When covered with paper, a book so bound is said to be bound in "paper boards," when covered with cloth, in "cloth boards."
- BODY OF THE BOOK (WORK).** The main part of the book, commencing at the first page of the text and including any illustrations or foot-notes which may accompany it, as distinguished from any preliminary or appended matter.
- BODY TYPE.** Type of 14-point, or less, used for the main body of a composition, as distinguished from the headings and display.
- BOLD FACE.** Heavy-faced type, also called Full Face and Black Face. **This is bold face**, and is indicated in a MS. by wavy underlining. ~~~~~
- BOLT.** The folded or doubled edge of paper at the head and fore-edge of a sheet in an uncut book.
- BONNANGE CARD CATALOGUE TRAY.** An obsolete form of tray invented by M. F. Bonnange. The cards are hinged near the bottom, the lower piece (which is thicker than the upper) having shoulders which fit into grooves in the sides of the tray.
- BOOK.** 1. A written or printed literary composition, especially on sheets, bound together. 2. A division of a literary work.
- BOOK BOXES.** Boxes in which books are transported between libraries.

- BOOK CATALOGUE.** *Synonymous with* PRINTED CATALOGUE (*q.v.*).
- BOOK CLASSIFICATION.** A general term covering Bibliographical and Bibliothecal Classifications.
- BOOK CONVEYOR.** A system of metal baskets joined to an endless chain, which is capable of conveying books between the various parts of a large library on different floors.
- BOOK DRIVE.** A campaign to secure gifts of books or of money for buying books. (American.)
- BOOK HAND.** A style of artificial, calligraphic handwriting used for books (as distinct from the cursive styles used by individuals for records, memoranda, correspondence, etc.), before the introduction of printing. Uncial, Caroline minuscule, Gothic, and Humanistic are book hands. Bastard, and Chancery are not.
- BOOK JACKET.** The paper wrapping covering a book as issued by the publisher. It serves the purposes of protecting the book, and if illustrated (as it usually is), of attracting attention. It usually has on the first flap a BLURB (*q.v.*), and elsewhere particulars of other books by the same author or issued by the same publisher.
- BOOK LIST.** A list of books, usually on some specific subject and arranged in classified or author order.
- BOOK NUMBER.** The number, letter, or other symbol or combination of symbols used to distinguish an individual book from every other book in the same class. It usually consists of the (a) AUTHOR MARK, (b) WORK MARK, (c) VOLUME AND COPY NUMBER. *See also* CALL NUMBER.
- BOOK OF HOURS.** The name given to books of private devotions designed for the laity, which were very popular and in general use throughout the Catholic Church from the 14th to the 16th centuries. Both before and after the discovery of printing they were

often beautifully illuminated, and fine examples of them are to-day much coveted by collectors. Great personages were fond of having these books made specially for themselves, with decorations and illustrations of an individual appeal.

BOOK POCKET. The strong paper receptacle like the corner of an envelope pasted on the inside of the board of a book to take the book-card. The **BOARD LABEL** frequently serves this purpose.

BOOK REST. A portable fitting similar to the music rest of a piano which is placed on a table or desk to hold a book when notes are being made from it.

BOOK SIZES.

	Octavos :	Quartos :
Pott	$6\frac{1}{4} \times 4$	$8 \times 6\frac{1}{4}$
Foolscap	$6\frac{3}{4} \times 4\frac{1}{4}$	$8\frac{1}{2} \times 6\frac{3}{4}$
Crown	$7\frac{1}{2} \times 5$	$10 \times 7\frac{1}{2}$
Demy	$8\frac{3}{4} \times 5\frac{1}{2}$	$11 \times 8\frac{3}{4}$
Post	8×5	10×8
Medium	$9\frac{1}{2} \times 6$	$12 \times 9\frac{1}{2}$
Royal	$10 \times 6\frac{1}{4}$	$12\frac{1}{2} \times 10$
Super Royal	$10\frac{1}{4} \times 6\frac{3}{4}$	$13\frac{1}{2} \times 10\frac{1}{4}$
Imperial	$11 \times 7\frac{1}{2}$	15×11

See OCTAVO, PAPER SIZES.

BOOK SLIDE. A coverglass used as a lantern slide and bearing in ink particulars of a book or books available for borrowing at the close of a library talk.

BOOK STACK. A room closed to the public, which is equipped for the stocking of large numbers of lesser-used books in as small a space as possible. Stack rooms are usually built adjacent to the points of service, have narrow gangways and steel shelving, and do not require natural lighting.

BOOK STAND. A small portable stand for carrying or displaying a few books.

BOOK SUPPORT. An L or \perp shaped piece of iron or

- wood placed at the ends of a row of books to keep them upright.
- BOOK TALK.** A talk about books, usually given by a librarian.
- BOOK TRUCK.** A wheeled trolley about 3 ft. long, with two or three shelves at each side. It is used for conveying numbers of books to different parts of the library.
- BOOK VAN (WAGON).** A large motor van fitted up with shelves so that readers in outlying areas where there is no branch library may choose their books, or one used for the delivery of books to county branches. Also called a Travelling Library.
- BOOK WEEK.** A local or national event in which publishers, book-sellers and librarians co-operate in organizing lectures and displays of books.
- BOOKBINDING.** The act or process of binding a book, whereby the sheets of a book are sewn within a permanent cover of bookbinder's board and leather or cloth, or other suitable materials, covering the sides and back. The strong covering of the book.
- BOOK-CARD.** The small card bearing particulars of the book to which it belongs and which forms part of the "charge" made to indicate which reader has it on loan. It is kept in the book when it is in the library.
- BOOKLET.** A small book in a paper cover or in very light binding.
- BOOKMARK LIST.** A list of books printed in the form of a bookmark.
- BOOK-MARKER, BOOK-MARK.** A ribbon or strip of paper or card used as a place-marker. It may be fastened to the inside of the spine of a book.
- BOOK-PLATE.** A label pasted in a book to mark its ownership and sometimes to indicate its location in a library.
- BOOK-SHRINE.** A box or chest, usually ornamented, in which valuable books were placed. *See also* CUMDACH.

BORDER. A frame made from movable type, or a design placed round a page of text and made from a **BLOCK** (*q.v.*). Borders are also found on engraved title-pages.

BOROUGH AUDITORS. Persons elected to audit the accounts of a municipal borough. There are three in all for each borough; the two elected by the burgesses are known as elective auditors and must not be members of the council or officials; the one appointed by the mayor as the mayor's auditor must be a member of the council.

A municipal borough council, may, by resolution, have its accounts audited by a **DISTRICT AUDITOR** (*q.v.*), or by a professional auditor, in which case the above-mentioned provision of borough auditors does not apply.

In Scotland, accounts of county and town councils are audited by an auditor appointed by the Secretary of State.

In Ireland, library accounts must be audited in the same way as the other accounts of a local authority.

BORROWER. *See* **READER.**

BORROWERS' INDEX. *See* **BORROWERS' REGISTER** 1.

BORROWERS' REGISTER. 1. A list of members of a library entered in the order of joining and giving particulars as to name and address and the number (if any) of the tickets. This requires an index. 2. Borrowers' application forms filed in alphabetical order. This is the modern and more satisfactory method.

BORROWER'S TICKET (CARD). The membership card entitling the holder to borrow books from a library.

BOSSES. Metal ornaments fixed upon the boards of books for protection and embellishment.

BOTTOM NOTES. *See* **FOOTNOTE.**

BOUND. A book which is sewn or otherwise fastened into stiff boards.

BOWDLERIZED. Texts altered by expurgating words

or passages considered offensive or indelicate. Thomas Bowdler in 1818 published an expurgated edition of Shakespeare.

BOYET STYLE. A style of book decoration practised by Luc Antoine Boyet, who worked in France in the 18th century for Count Hoym. It is characterized by a plain border, ornamental corners and edges, and a central monogram or device. Boyet is sometimes credited with introducing DOUBLURES (*q.v.*).

BRACKETS. Rectangular enclosing marks []. Used to indicate something added, and to be distinguished from CURVES (), (*q.v.*).

BRANCH LIBRARIAN. The librarian in charge of a branch library.

BRANCH LIBRARY. A library, usually consisting of adult lending and children's departments, a quick-reference collection and possibly a news-room, designed to meet the library needs of the surrounding population, particularly in the matter of books for home-reading. The book stock is a permanent one.

BRASS RULE. A strip of brass the same height as type and used to print lines, dots and varieties of borders.

BRIEF. A papal letter usually on a matter of discipline; less formal than a BULL (*q.v.*).

BROAD CLASSIFICATION. An arrangement of books in main classes with little or no subdivision, instead of in their more minute subdivisions.

BROADSIDE. A single sheet, printed on one side only. Also used of a poster of which the width is greater than the depth.

BROCHURE. Literally "a stitched work" (from the French "brocher," to stitch). A short printed work of a few leaves, merely stitched together, and not bound; a pamphlet.

BROKEN ORDER. The removal of a section, or sections,

of the book stock from its proper sequence in the classification in order to facilitate use.

BROWNE BOOK CHARGING SYSTEM. The method of issuing books in which the reader has a limited number of tickets, each of which is available for one book only at a time, and which he gives up when books are borrowed and which he receives when they are returned. This system has been replaced in America by the Newark and Detroit methods, but is used almost universally in England.

BRUSSELS SYSTEM. A familiar name for the **CLASSIFICATION DECIMALE UNIVERSELLE** (*q.v.*).

BUCKRAM. A textile, either of linen or cotton used for covering books.

BULL. A formal papal letter under the leaden seal. (*Bulla*).

BULLETIN. A periodical or occasional publication containing lists of additions to a library, and other library information.

BULLETIN BOARD. A notice board in a library on which are exhibited lists of books, announcements of forthcoming events, jackets of new books added to the library, and miscellaneous library information.

BURNISHED EDGES. Coloured or gilt edges which have been made smooth and bright by a polishing tool.

BYE-LAWS. The laws and rules which govern the regulation and order of the library in its relations with the public. A set of model bye-laws approved by the Board of Education appears in the Library Association Year Book.

CALENDER. Calendered paper is that given a smooth surface by rolling.

CALL NUMBER. As the term implies, the number by which the reader requisitions the book. Usually the classification number (or in fixed location, shelf number) followed by the **BOOK NUMBER** or simply the **AUTHOR**

- MARK. Used to indicate the position of a book on the shelves.
- CALL SLIP. A printed blank on which are entered the author, title, and call number for books required in a reference or university library.
- CALLIGRAPHY. From the Greek, meaning beautiful writing: penmanship. A calligrapher is a trained penman. Calligraphic types are types that are designed in close sympathy with the spirit of good hand-writing.
- CAMEO BINDING. A binding having the centre of the boards stamped in relief, in imitation of antique gems or medals.
- CAMERAGRAPH. A similar machine to the photostat, but reproducing work on both sides of the sheet.
- CANCEL. This term is loosely given to a leaf on which a major error which cannot be allowed to remain appears, and to the leaf which is printed to take the place of the original. The original leaf, which would be more accurately described as the CANCELLED LEAF (Cancellandum), is cut out by the binder and the corrected one (cancel, cancelling leaf, cancellans) pasted to its stub. Occasionally both leaves are found in a book, the binder having omitted to remove the cancelled leaf correctly.
- CANCEL TITLE. A reprinted title-page to replace one cut out.
- CANCELLANDUM. *See* CANCEL.
- CANCELLANS. *See* CANCEL.
- CANCELLED LEAF. *See* CANCEL.
- CANCELLING LEAF. *See* CANCEL.
- CAPITALIZATION. The action of printing in capitals.
- CAPITALS. The headings used in this glossary are in capitals. Capitals are indicated in a MS by a treble underlining. Abbreviation: Cap.
- CAPTION. 1. The heading at the beginning of the text or of a chapter, section, etc. 2. The wording which

appears immediately underneath or adjacent and relating to an illustration. This is sometimes called "cut line," and "legend."

CAPTION TITLE. The title derived from the caption.

CARD CATALOGUE. A catalogue, in any desired order, made on cards of uniform size and quality, and stored on their edges in drawers, each card being restricted to a single entry.

CARD CHARGING. The recording of issues of books by means of book-cards associated with readers' tickets or identification cards.

CARD INDEX. An index made on cards usually of standard size (5 in. by 3 in.) and kept on their edges in a drawer.

CARET. The mark (Δ) used in a MS or proof to signify that something is omitted and indicate where an addition or insertion is to be made.

CARREL. A small room connected with a reference library, which is set aside for research work by one reader.

CARTOGRAPHER ENTRY. An entry under the name of the maker of a map.

CASE. A tray divided by "bars" into compartments in which printer's type is kept and which is placed on the **FRAME** (*q.v.*) when in use, and in a cabinet when idle.

CASE BOOK. A book bearing a cloth cover, as originally issued by the publisher. Thus "cased."

CASED. *See* CASE BOOK.

CASING. The operation of inserting a sewn book into its **CASE** (*q.v.*).

CASTING OFF. The process of estimating the amount of space **COPY** (*q.v.*) will occupy when set up in type.

CATALOGUE. A list of the books in a library, arranged in some definite order. To be distinguished from (1) a list, which may or may not be in any particular order, and from (2) a bibliography, which may not be confined to any one collection of books.

CATALOGUE DRAWER, CATALOGUE TRAY. One of the drawers of a card catalogue, in which catalogue cards are kept.

CATALOGUE RAISONNEE. A catalogue, usually arranged by subjects, with comments, elucidations, appraisals, and bibliographical details.

CATALOGUING. Strictly, the process of making a catalogue, although it may cover all the processes involved in preparing books for the shelves, or simply the preparation of the entries.

CATALOGUING DEPARTMENT. The department of a library which deals with the cataloguing of the books. Where there is no Order Department, the work of ordering and processing books is also done here.

CATCH LETTERS. Letters (usually three) appearing in dictionaries, gazetteers, etc., at the top of pages. Those on *verso* pages representing the first three letters of the first word on that page, those on the *recto* representing the first three of the last word on that page.

CATCH LINE. A line inserted at the top of matter by the compositor in order to identify it.

CATCHWORD. 1. The word occurring at the bottom of a page after the last line, such word being the first on the following page. Catchwords originally appeared at the last page of a quire of a MS and served as a guide to the binder. Later, they appeared at the foot of every verse, sometimes every page, but in conjunction with the signature served no useful purpose and were discontinued in the nineteenth century. 2. A word at the top of a page in encyclopædias and works of a similar nature, denoting the subject dealt with on the page. 3. In indexing, the word or words which govern the position of an entry in the index.

CATCHWORD ENTRY. Entry by some striking word in a book's title, other than the first, and likely to be remembered by an enquirer.

CATEGORICAL TABLES. Tables of 0-975 numbers for subdivisions occurring more than once, for forms, standpoints, qualifications and other modes of dividing subjects. These are added (after a point) to subject numbers in any part of Brown's Subject Classification to subdivide the books at that number:

E.g. .1 Bibliography.

.2 Dictionaries.

.10 History.

.33 Travel.

.57 Museums.

Russia S000.

—— Bibliography of S 000.1

—— History of S 000.10

—— Travel in S 000.33

—— Museums in S 000.57

London U 900

—— Bibliography of U 900.1

—— Dictionary of U 900.2

—— History of U 900.10

—— Travel in U 900.33

—— Museums in U 900.57

C.D. SYSTEM. Abbreviation for the CLASSIFICATION DECIMALE UNIVERSELLE (*q.v.*).

CENTRAL LIBRARY. The chief library in a system containing the office of the Chief librarian and the administrative departments. It is usually situated in the centre or busiest part of a town.

CENTRALIZED CATALOGUING. The cataloguing of books by some central bureau, and the distribution therefrom, of printed catalogue cards. Notably the Library of Congress scheme. 2. This term is also used to indicate the cataloguing of all the books of a library system comprising more than one library at the central library, thus achieving uniformity throughout the system.

CENTRALISED REGISTRATION. The registering of readers at one library in a system, comprising several libraries, rather than at those at which the application forms may be handed in.

CHAIN LINES. *See* LAID PAPER.

CHAIN MARKS. *See* LAID PAPER.

CHAINED BOOKS. Books chained to shelves or reading desks in libraries of the 15th to early 18th centuries to prevent their theft.

CHAIN-STITCH. The stitch made at the head and tail of a volume before commencing another course.

CHALCOGRAPHY. Engraving on copper or brass.

CHANCERY. The department of the Lord Chancellor, from which issue documents under the Great Seal. Such as Charters, Letters Patent, writs and the like, and where Charters, Letters Patents and documents of a like nature are enrolled.

CHANGED NAMES. Used of persons who have written under different names.

CHANGED TITLE. Used to describe a book that has been published or translated under more than one title.

CHAP-BOOK. A small, cheap book, in a paper binding, popular in England and the American Colonies in the 17th and 18th centuries, containing tales, ballads, lives, tracts, interpretations of dreams, palmistry, astrology, etc. Sold by chapmen, i.e., pedlars, hawkers. The word comes from the Anglo-Saxon root *ceap* (trade).

CHAPTER. The division of a book.

CHARACTERISTIC OF A CLASSIFICATION. A term used to express the principles by which a group is divided (as, genus into species) e.g. the characteristic that divides the animal kingdom into two parts is the absence or presence of a backbone. The characteristic is said to be "natural" when it exhibits the inherent

properties of the things classified. When it does not affect the structure, purpose, or intrinsic character of the things to be divided, it is said to be "artificial." Thus, in zoology, the presence of a backbone is a natural characteristic, while the habitat (land, sea, or air) is an artificial characteristic. The characteristics chosen as the basis of arrangement must be essential (i.e., the most useful) for the purpose of the classification. They must be used consistently; i.e., it is impossible to classify a subject by two characteristics at once.
See CROSS CLASSIFICATION.

CHARGE. The record of a loan, giving particulars of the book lent and the reader's name and address.

CHARGING DESK. *See* STAFF ENCLOSURE.

CHARGING METHODS. The methods by which the loan of books are recorded. *See* BROWNE BOOK CHARGING SYSTEM, DETROIT SELF-CHARGING SYSTEM, DICKMAN CHARGING SYSTEM. NEWARK CHARGING SYSTEM.

CHARGING SYSTEM. The method used in keeping an account of the loan of books. *See* CHARGING METHODS.

CHART. 1. A map. 2. Information of any kind arranged in tabular form, or graphically by means of curves.

CHARTER. An instrument whereby a sovereign or legislature grants rights to a person or corporation.

CHARTER ROLL. A parchment roll upon which charters were enrolled at the Chancery.

CHARTULARY. A volume in which was copied out, at full length, a monastery's collection of charters.

CHASE. A rectangular iron frame in which, by means of wedges, composed matter is secured and rendered portable. The wedges are called side- and foot-sticks and quoins. When they are adjusted, between the type matter and the chase, the whole becomes a forme, and is said to be "locked up."

CHASED EDGES. *Synonymous with GAUFFERED EDGES (q.v.).*

CHECK MARKS. Indications on title-pages of material to be omitted in the entries, e.g. () may mean, "omit from all cards," [] may mean "omit from title card but include on subject cards." They are pencilled on by the cataloguer as a guide to his assistants.

CHECK-LIST. An official record on which is noted each number, or part, of a work "in progress" as it is received.

CHEMICAL WOOD. Wood reduced to pulp by a chemical process.

CHEQUERING. To divide a surface like a chess-board in squares of alternately different ornament or colours, formed by equidistant vertical and horizontal lines.

CHIAROSCURO. 1. A black and white sketch. 2. A method of printing engravings, usually wood-engravings from blocks representing lighter and darker shades, used especially in the 15th and 16th centuries.

CHILDREN'S LIBRARY. The department reserved for the exclusive use of children. It usually contains lending and reference sections and periodicals.

CHINA PAPER. Very thin, silky and costly, waterleaf paper used for proofs for woodcuts and for woodcuts to be mounted on stronger paper.

CHRESTOMATHY. A collection of extracts and choice pieces, especially from a foreign language, with notes of explanation and instruction.

CHROMO. Pertaining to colours. In colour printing there are many terms prefixed by this word, the combining word often giving the particular definition, such as chromo-collotype, chromo-lithography, chromo-xylography.

CHROMOGRAPHY. A reproduction of a coloured illustration by lithography, or one of the many photo-mechanical processes.

CHROMO-LITHOGRAPHY. A picture printed in colours by lithography.

CHRONICLES. These differ from Annals in being more connected and full, though like Annals, the events are treated in the order of time.

CHRONOGRAM. A phrase, sentence or inscription, in which certain letters (usually distinguished by size or otherwise from the rest) express by their numerical values a date or epoch, e.g.

stVLtVM est DIFFICILEs habere nVgas, which is :

V	L	V	M	D	I	I	C	I	L	V
5	50	5	1000	500	1	1	100	1	50	5 = 1718.

CIPHER. The initials of a name, or the arrangement of its letters in an ornamental manner, but disposed in such a way that it becomes a kind of private mark.

CIRCA. About. Used to indicate uncertainty in a date, as c.1934, about 1934.

CIRCUIT EDGES. The edges of a book-cover turned over the edges of the book as in "Teacher's Bibles." Also called Yapp Edges.

CIRCULATING LIBRARY. A library which lends books for use outside the building. In England, the term usually indicates a library where payment has to be made for the use of the books.

CIRCULATION DESK. The American equivalent of the English STAFF ENCLOSURE (*q.v.*)

CIRCULATION WORK. The American term indicating the work of a department issuing books for home-reading.

CLASS. In classification, all the things which are connoted by a name (or term). See FORM CLASSES, MAIN CLASSES.

CLASS ENTRY. An entry under the name of a class, as distinct from one under a specific subject.

CLASS LIST. A list of the books in a particular class, usually arranged in classified order.

CLASS MARK. The symbol added to a catalogue entry indicative of the book's place in the classification.

CLASS NUMBER. One or more characters showing the class to which a book belongs. In a **RELATIVE LOCATION** (*q.v.*), this number also shows the place of the book on the shelves.

CLASSED CATALOGUE. *Synonymous with* **CLASSIFIED CATALOGUE** (*q.v.*).

CLASSIFICATION. The arrangement of things in a logical order according to their degrees of likeness.

CLASSIFICATION DECIMALE UNIVERSELLE. An elaborate expansion of Dewey's Decimal Classification which was first suggested by Senator Henri La Fontaine and Paul Otlet at a conference of bibliographers held at Brussels in 1895, and carried out by the Institut International de Bibliographie, now called the Institut International de Documentation. It has been called the International Classification, is constantly under revision, and is extremely flexible. In application, the three-figure notation of Dewey is simplified where possible (usually by the omission of noughts), and auxiliary signs or Relation Marks as follows are added in the order given.

Subdivisions of Form and General Works (01)-(09)		
„	Place	(2)-(9)
„	Time	“ . . . ”
„	Language	= 2—9
„	Points of View	. . . 00
„	Relationship	:
„	Analysis	— or . . 0
„	Proper Names	A-Z
„	Accretion (2 or more subjects)	+

The object of the scheme is to arrange and individualize, by the use of the subdivisions tabulated above, the entries in a great general catalogue or bibliography, or

the written or printed material, however detailed, in a specialized library, in order that users may, to some extent, judge the material without actually handling it. The scheme is not often applied to the arrangement of books, although it is to the arrangement of pamphlets, monographs, articles, and other material of small compass.

CLASSIFIED CATALOGUE. A catalogue arranged in classified order of subjects, whether logically, as in the **SYSTEMATIC CATALOGUE** (*q.v.*), or alphabetically, as in the **ALPHABETICO-CLASSED CATALOGUE** (*q.v.*).

CLASSIFIED INDEX. One in which entries are not arranged in one strict alphabetical sequence, but under general headings, e.g. the names of binders would be arranged alphabetically, under the heading "binders" and not in their correct places in the alphabetical sequence.

CLAY TABLETS. Cuneiform clay tablets were the earliest form of books, and were protected by an outer shell of clay which was inscribed with a copy, abstract, or title of the contents.

CLEAN PROOF. A term used to distinguish a printer's first proof from that ready to be sent out to the binder.

CLERICAL ASSISTANT. In America, a person who performs work requiring ability of a high order, but not knowledge of the theoretical or scientific aspects of library work.

CLICHE. 1. A common and stereotyped journalistic or literary phrase. 2. An electrotype or stereotype plate.

CLIPPINGS FILE. A collection of cuttings from newspapers and periodicals, used to supplement the information to be found in books, and usually kept in classified order in folders in a vertical file.

CLOSE CLASSIFICATION. The arrangement of books in as minute subdivisions as possible; i.e. the application of a scheme fully. Also called **Exact Classification**.

CLOSE ROLL. A parchment roll upon which letters close were enrolled at the Chancery.

CLOSED ACCESS. The now obsolete method of keeping readers from the book shelves which necessitated the provision in lending libraries of printed catalogues and indicators to indicate which books were "in" or "out." Also called Closed Shelves, and Closed Library.

CLOSED BIBLIOGRAPHY. One which has been completed. The opposite of PERIODICAL BIBLIOGRAPHY (*q.v.*).

CLOTH BOARDS. *See* BOARDS.

CLOTH JOINTS. Piece of cloth used to cover the joints on the inside of very heavy or large books.

CLUMPS. Thick pieces of type metal, ranging in width from 5 pt. upwards and of the height of leads. They are used in whiting out, and as footlines at the bottoms of columns and pages.

COATED PAPER. Any paper surfaced with a composition. The term is used to distinguish it from loaded papers in which the clay is mixed with the pulp during manufacture.

CODE MARK. An indication of purchase made in code on the back of a title-page.

CODEX (*pl.* CODICES). This term indicates an ancient book composed of sheets of writing material fastened so as to open like a modern book as distinct from the VOLUMEN (*q.v.*) which it superseded. It was given originally to two or more wax-covered tablets of metal, wood or ivory, hinged together and written on with a stylus, but later to books of this type made of papyrus or vellum. Codices became general for law-books in classical Rome, and were used largely for MS. copies of the scriptures and classics. Codex means a block of wood, probably from the wooden covers. When a codex of the original form consisted of two leaves,

it was called a Diptych ; of three, a Triptych ; and of more, a Polytych.

COLLABORATOR. One who is associated with another, or others, especially in the writing of books.

COLLATE. 1. To examine a book to see if the sections are complete and in the right sequence and to make sure that no maps, illustrations, etc., are missing. 2. To collect, compare and examine critically books and manuscripts.

COLLATION. That part of a description of a book, apart from the contents, which specifies the number of volumes, pages, columns, leaves, illustrations, photographs, maps, format, size, etc. The mechanical process of examining a book by its SIGNATURES (*q.v.*) to check its completeness, presence of all the illustrations, etc.

COLLECTION. A number of works, or parts of them, regarded as constituting a single whole, as a collection of plays, essays, etc.

COLLECTIVE ENTRIES. In selective cataloguing, several entries on one card for pamphlets on the same or related subjects. They may be either author or subject entries.

COLLECTOR. Usually called an editor. He who puts together several works or parts of works.

COLLOTYPE. A variety of photogravure. A print made by a photo-mechanical process directly from a hardened film of gelatine. Phototype, Albertype, Artotype, Heliotype and Lichtdruck are forms of collo-type.

COLON ABBREVIATIONS. A scheme devised by C. A. Cutter to save the writing out in full of authors' fore-names. It consists of the initial letters followed by a colon (vertically for men, horizontally for women) of the most used Christian names in each letter of the alphabet, e.g., H : (Henry), J : (John), M. . (Mary).

COLON CLASSIFICATION. An elaborate, scholarly scheme designed by S. R. Ranganathan especially for Indian libraries. It is based on the classification of any subject by its uses and relations, which are indicated by numbers divided by the colon " : ". In this classification, ready-made class numbers are not provided for most topics, but are constructed by combining in assigned permutations and combinations the classes of the various unit schedules of which the scheme consists, colons separating the different units. Special schedules are provided for Geographical divisions (a Local List), Language Divisions, and Chronological Divisions. A schedule of common subdivisions, using the lower-case letters of the alphabet as its primary symbol is also provided.

COLOPHON. Particulars of printer, place and date of printing, title, name of author, and publisher or printer's device, found at the end of manuscripts and early printed books. It was first used in printed books by Fust and Schœffer, in the *Psalter* of 1457, and gradually became common, but was superseded towards 1600 by the Publisher's Imprint. Its use in MSS. was occasional; it then gave the scribe's name and the date. *See* IMPRINT.

COLOPHON DATE. The date given in the COLOPHON (*q.v.*).

COLOUR PRINTING. The art of producing pictures, designs, etc., in a variety of colours, shades and tones by means of printing from plates, or by lithography; chromatic printing.

COLOUR PROCESS. A set of two or more half-tones made by colour separation. Half-tone colour printing is commonly called process work.

COLOURED PLATE. A whole-page coloured illustration produced by any process.

COLUMN. 1. A narrow division of a page of a book formed by vertical lines or spaces. 2. A narrow block

of letterpress arranged in the form of a column. 3. In printing, a vertical line or square bracket.

COMMERCIAL LIBRARY. Similar to a commercial section but on a much larger scale and housed in a separate room from the reference library, and sometimes in a separate building.

COMMERCIAL SECTION. The section of a reference library devoted to providing material and information of a commercial nature.

COMMISSIONERS. In English parishes where there is no council but only a parish meeting, not fewer than three, not more than nine persons elected, by rotation, for three years, who possess the powers and duties under the Acts.

COMMON SUBDIVISIONS. Form divisions which are used throughout a classification to subdivide any subject.

COMPARTMENT. In a book stack, sets of shelves arranged vertically between two uprights and placed back to back. (American).

COMPEND. A subject treated briefly, or in outline only.

COMPENDIUM. A work containing in a small compass the substance or general principles of a larger work; a brief, comprehensive summary.

COMPILER. A collector or editor of printed material gleaned from various sources.

COMPILER ENTRY. A catalogue entry for the compiler of a work.

COMPLETION. *See* CONTINUATION.

COMPOSITE AUTHORS. Name given to the several authors contributing to one work. Not to be confused with **JOINT AUTHOR** (*q.v.*).

COMPOSITE BOOKS. 1. Books of a composite nature, where an editor has brought together several works by different authors into one volume. 2. Books on more than one subject.

COMPOSITE WORK. A literary production written by several authors in collaboration.

COMPOSITION. Type setting : hence Compositor.

COMPOSITOR. One who sets printer's type.

COMPOUND CATCHWORDS. In indexing, hyphenated catchwords which must be treated as if the hyphen did not exist.

COMPOUND NAME. A name made of two—or more—proper names, generally connected by a hyphen, conjunction or preposition.

COMPOUND SUBJECT-NAMES. Words which are always associated together ; e.g. capital punishment, political economy.

COMPREHENSIVE BIBLIOGRAPHY. One which lists, as far as possible, everything published on the subject.

CONCILIUM BIBLIOGRAPHICUM. A remarkable bibliographical work begun by Herbert Hamilton Field at Zurich in 1895. Cards are printed and distributed for all articles and books on zoology as soon as published, thus when accumulated and filed, forming a complete bibliography. Since the death of the founder, the work has been carried on under a subsidy from the Rockefeller Foundation. It is often referred to as the ZURICH INDEX.

CONCORDANCE. A book arranged so as to form an alphabetical index of all passages, or of all the more important words, in any work.

CONJUGATE. This name is applied to two leaves which can be traced into and out of the spine and found to be one piece of paper.

CONNECTIVE CATALOGUE. *Synonymous with* SYNETIC CATALOGUE. *See* SYNETIC.

CONNOTATION. A term in classification indicative of all the qualities conveyed by, or comprised in, a class name ; e.g. " man " in connotation means the qualities (mammalian, structure, upright gait, reason, etc.) that

go to make up man, as opposed to *denotation*, where the term merely marks down or indicates. The phrase: "That man is really a man" shows the denotative followed by the connotative use of the word. Connotation and denotation may be considered synonymous with INTENSION and EXTENSION (*q.v.*).

CONNOTATIVE. *See* CONNOTATION.

CONSIDERATION FILE. The accumulation of current selections for purchase. (American.)

CONSISTENT CHARACTERISTICS. *See* CHARACTERISTIC OF A CLASSIFICATION.

CONTENTS, TABLE OF. A list of the preliminaries and Chapter headings of a book in their correct order with the numbers of the pages on which they begin.

CONTENTS NOTE. A note appearing after the catalogue entry giving the headings of the chapters, parts, or volumes.

CONTENTS-BOOK. A loose-leaf book in which a list of the contents of a volume or of a continuation is kept if too lengthy for a catalogue card.

CONTINUATION. 1. A book only partly written by the original author and continued by someone else. 2. A work issued as a supplement to one already published. 3. A part issued in continuance of a serial or book.

CONTINUATION LIST, CONTINUATION RECORD. A list of all books such as annuals, series, and works issued in parts for which there are standing orders.

CONTINUOUS PAGING. The use of one sequence of page numbering throughout a book.

CO-OPERATIVE CATALOGUING. The sharing, by a number of libraries of the cost and/or labour of cataloguing to avoid the duplication of effort common to each. Not to be confused with CENTRALIZED CATALOGUING (*q.v.*).

CO-OPTED MEMBER. A member of a (libraries) com-

mittee who is not a member of the local council, but has special knowledge, or interest in social work.

CO-ORDINATION OF TERMS. The modulation from one term to another by gradual steps in order that the process of evolving a classification may exhibit its hierarchy or schedule.

COPPER ENGRAVING. *See* ENGRAVING.

COPY. Matter for the printer to set up in type.

COPY NUMBER (or COPY LETTER). A figure or letter added to the call number of a book to distinguish different copies of the same book, e.g. 821C46, 821C46S, 821C46 (cop. 2). *See also* BOOK NUMBER, VOLUME AND COPY NUMBER.

COPYRIGHT. The exclusive right of an author or his heirs to publish and receive royalties for a literary or artistic work. It is valid for a limited number of years and the work must not be reproduced in whole or in part, without the owner's permission. In England the duration of copyright is generally for the author's life and for fifty years after his death. In America the limit is twenty-eight years with the right of renewal for twenty-eight years on application within one year prior to the expiration of the existing term. *See* COPYRIGHT, INTERNATIONAL.

COPYRIGHT DATE. The date copyright was granted for an individual work. This is usually printed on the verso of the title page of American books but seldom appears in English books. If several dates are given, they signify changes in the text, or renewals of copyright. The first copyright date indicates the date of the first edition of a book and corresponds to the imprint date of the original edition.

COPYRIGHT, INTERNATIONAL. International copyright exists in most countries through their membership in the International Copyright Union, under the Berne-Berlin Conventions, in which case first publication in

any country of the Union insures copyright throughout the other Union Countries. In the U.S., which is not a member of the Union, International Copyright exists only through reciprocal arrangements with nineteen out of twenty-seven members of the Union and is dependent upon compliance with the legal provisions of the respective countries.

COPYRIGHT LIBRARY. A library which is entitled under copyright laws to receive a free copy of any book published in the country.

COPYRIGHT LIST. A list of the books deposited in a library under the copyright laws.

COPYWRITER. A writer of advertisements.

CORNER-MARKED CARDS. Cards bearing information such as language, date of publication, editor or translator, which is usually given as an addition to the main entry where there are many editions of a work in stock, at the top right hand corner.

CORNERS. 1. The leather over the corners of a book in "half" binding. 2. In printing, ornamental type metal connecting borders. 3. Pieces of metal or paste-board to slip over the corners of a book to protect them in mailing.

CORPORATE AUTHOR. A corporate body such as a government or government department, a society (learned, social, etc.), or an institution which authorizes the publication of documents, and under the name of which, as the author, the documents will be entered. In certain branches of corporate authorship, entries are made under the *place* and not the *name* of the body.

CORPORATE ENTRY. Entry under a government, government department, society, or institution or other body, of a work issued by that body, or under their authority.

CORRECTED EDITION. A new edition of a book in which errors, etc., have been corrected.

CORRELATION OF PROPERTIES. In classification the likeness between the various qualities which are common to all the things comprised by a genus.

CORRIGENDA (*Sing.* CORRIGENDUM). A list of corrections noticed after the type has been set up. It is usually printed on a slip and inserted among the PRELIMINARIES, but sometimes a blank page is used.

COTTAGE BINDING. A decorative binding in which the centre panel was often given a gable at head and foot, and the spaces filled with a variety of interlacings, sprays, and small "tools." Although this style may have originated in France, it is most characteristic of English bindings of the late 17th century.

COUNTER. *Synonymous with* STAFF ENCLOSURE (*q.v.*).

COUNTER-MARK. A watermark, generally consisting of the maker's initials, placed in the second half of a sheet of paper, exactly opposite the usual watermark.

COUNTY LIBRARY. A library provided (in Great Britain by the education committee of the county council, in America by the state government), to supply the reading needs of people dwelling in rural areas who have no access to municipal collections.

COUNTY LIBRARY SIGN. *See* Library Sign.

COURT BARON. Court held by the Lord of a Manor in virtue of his right as a land holder, in which offences against the customs of the Manor could be punished, but no punishments involving the life or limbs of the subject could be inflicted.

COURT HAND. 1. Style of writing used in legal and other public documents. Generally used of hands from about 1100 to the end of the 16th century. 2. Sometimes used to mean legal hands of the same period only.

COURT LEET. Court of Record to punish all offences under High Treason, not incidental to a Manor, but frequently held by a Lord of a Manor by virtue of a special grant.

COURT ROLL. A roll on which records of cases in private courts such as a Court Baron or Court Leet were kept.

COVER. The outside sheet of a pamphlet, or the case of a book, used to protect the body of the work.

COVER PAPER. A generic term usually indicative of a strong coloured paper suitable for brochure covers.

COVER-TITLE. The title of a book placed on the back of the publisher's cover as distinguished from that on the title-page. Not to be confused with the BINDER'S TITLE (*q.v.*).

CRAYON DRAWING. A drawing made with a soft, black crayon, usually for strong or impressionistic effects. It is suitable for illustrations, portraits, etc., and may be reproduced by half tone.

CRITICAL BIBLIOGRAPHY. 1. The comparative and historical study of the make up of books. *Besterman*. 2. The science of the material transmission of literary texts. *Greg*.

CROPPED. 1. In bookbinding, a term applied to a book when too much of its margin, especially the head-margin, has been trimmed off. *See also* BLED, CUT, TRIMMED, UNCUT. 2. A photograph of which a part of the top, bottom or sides is omitted from its reproduction, in order to bring it into proper proportions for the space it is to occupy.

CROSS CLASSIFICATION (CROSS DIVISION). The action of dividing when forming a scheme of classification by more than one characteristic in a single process of division, leading to confusion of ideas and terms and resulting in the parts having no real relationship to one another, and in placing related subjects in different divisions.

CROSS REFERENCE CARDS. The catalogue card on which cross references are entered.

CROSS REFERENCES. In indexing and cataloguing

references or directions from one heading to another.

1. *Single* (see —). An instruction to look elsewhere in the index for *all* items relating to the subject matter which is sought.

2. *Reciprocal* (see also —). An instruction to look elsewhere for *other* items relating to the subject matter sought.

3. *Multiple* (see also —). An instruction to refer to several other places in the index, usually to more specific entries.

CROSS-HEAD. A short descriptive heading placed in the centre of a type line to divide the sections of a work.

CROWN. A sheet of paper measuring 15 in. by 20 in.

CRYPTOGRAPHY. Writing in cipher.

CRYPTONYMOUS BOOKS. Those in which the names of the authors are concealed under an anagram or similar device, e.g. Mesrat Merligogels (Master George Mills).

CUBOOK. The volume of space required to shelve books of average size. A tier 3 ft. wide by 7 ft. 6 in. high (seven shelves) contains 100 cubooks. For a full treatment, see the *Library Journal* 59: 865-868, Nov. 15, 1934; 61: 52-54, Jan. 15, 1936.

CUMDACH. A rectangular box (usually made of bronze, brass or wood, and plated with silver or gold, which was ornamented) which was made for the preservation of precious books. Also called book-shrine.

CUMULATED BOOK CATALOGUE. A compromise between the card and the book (printed) catalogue. Linotype slugs are preserved by the printer after a printing and subsequent entries are interpolated as necessary.

CUMULATIVE INDEX. One which is built up from time to time by combining separately published indexes into one sequence.

CUMULATIVE LIST. A list of books published separately

- and afterwards incorporated in other similar lists which in their turn may have been compiled in the same way.
- CUNEIFORM WRITING.** Wedge-shaped letters in which Old Persian and Babylonian inscriptions were written, so termed from their wedge-like appearance and made by pressing the end of a stick or reed into the soft clay of the tablet at an angle and continuing the stroke in a straight line with constantly diminishing pressure.
- CURATOR.** The superintendent of a museum, art gallery, etc.
- CURIOSA.** Term used in classifying books of curious and unusual subject matter. Sometimes used euphemistically as a classification for *erotica*.
- CURSIVE.** 1. Running writing, letters within words being joined. 2. Sometimes used to differentiate smaller hands from uncial.
- CURVES.** () Signs used to denote inclusion, or an inserted clause or remark. To be distinguished from BRACKETS (*q.v.*). Also called Round Brackets and Parentheses.
- CUT.** 1. A design cut or engraved on wood, copper, or steel. 2. The impression from this. 3. An engraving, a plate. Now restricted to engravings on wood. *See also* CUT, CUT EDGES, PLATE.
- CUT EDGES.** The three edges of a book cut solid by a cutting machine.
- CUT FLUSH.** A book having its cover and edges quite even, the cutting operation having been done after the cover (usually paperboards or limp cloth) had been attached to the book.
- CUT LINE.** Matter appearing below an illustration. More often called a Caption.
- CUT-IN NOTES.** *Synonymous with* INCUT NOTES (*q.v.*).
- CUT-OUT HALF-TONE.** *See* HALF-TONE.
- CUTTER AUTHOR MARKS.** A system of author marks devised by Mr. C. A. Cutter, and consisting of from one to three letters at the beginning of an author's name,

followed by numbers which increase as the names proceed along the alphabet. Author's names beginning with a consonant other than S have one letter, with S or a vowel have two letters, and Sc have three letters, followed in each case by a number, e.g. :

G16 Gardiner	Sa1 Saint	Sch51 Schneider
G42 Gilman	Sw1 Swain	Sch 86 Schwartz
G76 Graham	Ab2 Abbott	
	Al2 Aldridge	

See also BOOK NUMBER.

CUTTER CLASSIFICATION. *See* EXPANSIVE CLASSIFICATION.

CUTTER NUMBER. *See* CUTTER AUTHOR MARKS.

CUTTER-SANBORN THREE-FIGURE TABLE. An extension of the Cutter Author Marks for individualizing authors by using a combination of letters and three numbers (two for J,K,Y,Z,E,I,O,U; one for Q and X) in numerical order.

For example :

Rol 744	Roli 748	Roman 758
Role 745	Roll 749	Romani 759
Rolf 746	Rolle 751	
Rolfe 747	Rollo 755	

CYLINDER PRESS. A printing press with a rotating impression cylinder under which a bed containing the type or plates moves forward and backward. Most books are printed on such presses.

DAGGER (†). The second reference mark coming after the asterisk. *See* REFERENCE MARKS.

DANDY-ROLL. In paper-making: A cylinder of wire gauze which presses upon the drained but still moist pulp just before it leaves the wire cloth for the rollers. The weaving of the wire of the dandy-roll leaves its impression on the paper and determines whether it is to be wove paper (with the impression of fine, even gauze) or laid paper, with the impression of parallel lines.

When devices or monograms are worked into the fine wire of the roll, "water marks" are produced.

DATE. The publication year printed at the foot of a book's title-page. It may be that of actual publication or of copyright. Failing a publication date, a preface, introduction, dedication or foreword date may be used, the fact being indicated in a note, and the date being placed within brackets. In old books a date often forms part of the colophon. In modern books the date is often printed on the verso of the title-page.

DATE LABEL. The label placed in a lending library book and dated to indicate when it is due for return. In a few libraries dates of issue are used instead.

DATE LINE. The line in any paper or magazine on which the date of issue appears.

DATE SLIP. The American name for a **DATE LABEL** (*q.v.*).

DEAD MATTER. Matter in type not to be used or ready to be distributed.

DECENNIAL. Pertaining to a period of ten years.

DECIMAL CLASSIFICATION. There have been several schemes which have employed decimals in some way but the one usually referred to by this name is that devised by Melvil Dewey in 1875, in which it is the notation that is used decimally. By this means it is possible to extend the printed scheme at any point to any desired extent. It is the most used classification for general libraries. *See also* **CLASSIFICATION DECIMALE UNIVERSELLE**, **DEWEY DECIMAL CLASSIFICATION**.

DECIMO-SEXTO. *Synonymous with* **SEXTO-DECIMO**.

DECK. One floor of a stack room containing the book shelves, lifts, and workrooms. (American.)

DECKLE EDGE. The feathery edge at the borders of a sheet of hand-made or mould-made paper caused by the deckle or frame of the mould. It is also found in machine-made papers, being caused in these by the

rubber deckle straps at the sides of the paper machine, or by artificial means such as a jet of water.

DEDICATION. The author's inscription to a person or persons testifying respect, and often recommending the work to his (or their) special protection and favour, appearing usually on the leaf following the title-page. In the 16th and 17th century books this is often the only place where the author's name appears.

DEDICATION DATE. The date given at the beginning or end of a dedication.

DEEP ETCHING. In photo-engraving, additional etching made necessary to secure proper printing depth, where this cannot be accomplished by routing, as in places where dense black lines are used, or where line negatives and half-tone negatives are combined in the same plate. *United Typothetae. See ETCHING.*

DEEP-ETCHED HALF-TONE. *See HALF-TONE.*

DEFAULTER. A reader who fails to return a book or pay a fine. Such people are usually black-listed.

DEFINITIVE EDITION. The final authoritative text of the complete works of an author—the nearest possible approach to what the author intended—edited usually after the author's death.

DEGRESSIVE DESCRIPTION. *Synonymous with SELECTIVE CATALOGUING (q.v.).*

DELEGATION OF POWERS. The handing over by a local authority, with or without restrictions, to the library committee, of all powers relating to the management of the library, except the power of levying, or issuing a precept for, a rate, or of borrowing money.

DELETE. To blot out, to erase, to omit. A mark used in correcting proofs, like the Greek letter δ , put in the margin to show that certain letters or words marked in the line opposite are to be omitted, often abbreviated "dele" or δ .

DELIVERY STATION. A library service point at which

no books are kept but to which books requested by readers are sent to be called for.

DELIVERY ROOM. In American libraries, the room in which books are returned and issued.

DELIVERY VAN. *Synonymous with* BOOK VAN (*q.v.*).

DELT., DELINEAVIT (*Lat.*). He or she drew it.

DEMONYM. A popular or ordinary qualification used as a pseudonym, as 'an amateur,' 'a Bibliophile.'

DENOTATION. *See* CONNOTATION.

DENOTATIVE. *See* CONNOTATION.

DENTELLE BORDERS. Lace-like tooling or printing on the borders of a bound book.

DEPARTMENT HEAD. A member of the professional staff of an American library who is directly responsible to the Chief Librarian or Director, for a division of the library organization having its own staff. In a library organized under the divisional system, a head of one of the divisions of the central library.

DEPARTMENTAL CATALOGUE. A catalogue consisting of entries for books in one department only of a library.

DEPARTMENTAL LIBRARY. Libraries in a university which are apart from the main library and restricted to one subject or group of subjects.

DEPOSIT COPIES. Copies of newly published books, pamphlets, periodicals, etc., which are sent to certain libraries, as required by law to complete copyright protection in the United States and Great Britain. *See* DEPOSITORY LIBRARIES.

DEPOSIT LIBRARY, DEPOSIT STATION. A library service point stocked with a small collection of books which is changed periodically, and which is open for a few hours only daily, or on selected days of the week. These are usually established in new housing areas to provide a temporary book service until a permanent library can be provided, and in factories and institutions.

DEPOSITORS. Readers who pay a deposit, in lieu of obtaining a guarantee, to enable them to borrow books from a library.

DEPOSITORY CATALOGUE. A copy of a national library catalogue, such as that of the Library of Congress, which is deposited in selected libraries.

DEPOSITORY LIBRARY. In England, a library which is entitled by law to receive a copy of every book published. In America, a library which is entitled to receive United States government publications.

DEPUTY LIBRARIAN. The chief assistant librarian. One who becomes acting chief librarian in all absences of the principal. Formerly called Sub-librarian.

DEROME STYLE. A style of book decoration practised by the Derome family in France in the 18th century. It is mainly confined to symmetrical corner tooling of a very richly engraved floreated scroll work, pertaining very closely to the rococo style of the Louis period. Nicholas Denis Derome who worked for Count Hoym, is famous for his DENTELLE BORDERS (*q.v.*).

DESCENDERS. Lower case letters with descending strokes, such as g, q, p. *See also* ASCENDERS.

DESCRIPTIVE BIBLIOGRAPHY. The kind of bibliography which makes known precisely the material condition of books, that is, the full name of the author, the exact title of the work, the date and place of publication, the publisher's and printer's names, the format, the pagination, typographical particulars, illustrations and the price, and for old books, other characteristics such as the kind of paper, binding, etc. *Calot and Thomas. See* HISTORICAL BIBLIOGRAPHY.

DESIDERATA. 1. A list of subjects on which the author of a book requires information. If only one thing is required the singular form "desideratum" is used.
2. A list of books required.

DESK SCHEDULE. A schedule arranged to show the assignments of staff to each desk or department in a library. (American.)

DESTINATION SLIPS. Pieces of paper which project from books in the Order or Cataloguing Department to indicate by their colour or marking to which libraries they are allocated.

DETROIT SELF-CHARGING SYSTEM. A simplified form of the Newark system, the borrowers themselves making some of the records.

DEWEY DECIMAL CLASSIFICATION. The classification devised by Melvil Dewey in 1873, and first published anonymously in 1876, since when it has been revised thirteen times. Knowledge is divided into the following main classes: 0, General works; 1, Philosophy; 2, Religion; 3, Sociology; 4, Philology; 5, Natural Science; 6, Useful Arts; 7, Fine Arts; 8, Literature; 9, History. The notation is a pure one, being based on three figures and used decimally. Subdivision by form is facilitated by the use of a table of common subdivisions with a mnemonic notation, and the linguistic numbers from 420-499 and the geographical numbers from 940-999 are used mnemonically to subdivide by language and place. The relative index is original, and shows the relation of each subject indexed to a larger subject (or class or division), or after the entry word the phase of the subject is indicated. This scheme is used in most public libraries.

DIAGRAM. As distinct from an illustration proper, a diagram gives only the general outline or plan of the thing represented.

DIAPER. A pattern consisting of a simple figure constantly repeated in geometrical form: the pattern may consist of figures separated by the background only, or of compartments constantly succeeding one another, and filled with a design.

DICED. Binding with tooling and resembling dice or small squares.

DI-CHOTOMY, CLASSIFICATION BY. *See* BIFURCATE CLASSIFICATION.

DICKMAN CHARGING SYSTEM. A slightly simplified and mechanized development of the Newark system to obviate the necessity for making records in longhand, thus lessening the possibility of mistakes being made.

DICTIONARY CATALOGUE. A catalogue that arranges all its entries and references in a single alphabet—like a dictionary. As distinct from other alphabetical catalogues, subject entries are made under specific subjects.

DIE. An engraved stamp used for stamping a design.

DIE-SINKING. The process of making dies; die cutting.

DIE-STAMPING. Printing that gives a marked raised effect. Sometimes the die does not carry ink, and the raised paper alone makes the letters discernible. *Cf.* EMBOSSING.

DIE-SUNK. A depressed panel produced by the application of a heated die or block.

DIFFERENCE. *See* PREDICABLES, FIVE.

DIFFERENTIAL RATING. A local rate levied (in addition to the county rate) to provide a staff and maintain a library building in order to satisfy the reading requirements of the area covered by the local rate. *See* FLAT RATE.

DIGEST. A methodically arranged compendium or summary of literary, historical, legal, scientific, or other written matter.

DIPLOMATIC. The science of the critical study of official as opposed to literary sources of history, i.e. of charters, acts, treaties, contracts, judicial records, rolls, chartularies, registers and kindred documents.

DIPTYCH. *See* CODEX.

DIRECT HALF-TONE. A half-tone for which the screen

negative is made directly from the subject, not from a photograph or drawing.

DIRECTION-LINE. The abbreviated title of a book at the foot of the first page of each sheet. Also called Title-Signature.

DIRECTORY. A book containing lists of names of residents or business houses in a town or group of towns in alphabetical order, and/or in order of situation in roads arranged in alphabetical order; or of professional people or business houses in particular trades over a wider area.

DIRTY PROOFS. Proofs containing many errors or typographical imperfections; proofs that have been returned to the printer with many changes.

DISCHARGING BOOKS. The act of cancelling the records of books on loan by re-inserting the book-cards in them on their return.

DISPLAY STAND. A piece of furniture built to stand on the floor of a library in order to display books.

DISSERTATION. A thesis or treatise prepared as a condition for the award of a degree or diploma.

DISTRIBUTING. 1. Putting types back in their respective boxes and cases after use. 2. In presswork, the uniform spreading of ink on the face of the printing forme.

DISTRICT AUDITOR. An auditor appointed by the Ministry of Health to audit the accounts of local authorities except municipal boroughs and county boroughs. *See also* BOROUGH AUDITORS.

DIVINITY CALF. A plain dark brown calf binding.

DIVISION. 1. The process of dividing classes or groups of a classification into their more minute parts. 2. The result so formed. *See also* EXHAUSTIVE DIVISION, MAIN CLASSES.

DIVISION HEAD. In American libraries a member of the professional staff directly responsible to a department head, and in charge of a subdivision of a department.

DIVISIONS. *See* MAIN CLASSES.

DOCUMENT CATALOGUE. A catalogue of documents.

DOG-EARED. Said of a book, portfolio, or similar article having the corners of the leaves turned down and soiled by careless and long continued usage.

DONATION BOOK. The record of gifts. This may be kept in a book or on cards.

DONORS' LIST. The record of donors arranged alphabetically and kept on cards, one card to each person. (American.)

DORSE. The reverse side of a membrane.

DOUBLE. 1. In printing, a word, etc., erroneously repeated. 2. A sheet of paper twice the unit size, e.g. double crown (20 in. by 30 in.), ordinary crown being 15 in. by 20 in.

DOUBLE CROWN. A sheet of paper measuring 30 in. by 20 in.

DOUBLE DAGGER (‡). The third reference mark, coming after the DAGGER (*q.v.*). Sometimes called a Double Obelisk. *See* REFERENCE MARKS.

DOUBLE ENTRY. Equal entry under more than one subject.

DOUBLE REGISTER. Two ribbons fastened in a book to serve as book-markers.

DOUBLE SETTING. A resetting of part of a book after the type had been distributed in order to print more copies than had at first been intended, the decision to print more having been made during machining.

DOUBLE TITLE-PAGE. Used where a work has both a right hand and left hand title-page. Usually one of these stands for the series or the complete volumes of a set and the other is limited to the individual volume.

DOUBLE-BOOK. A book printed on half sheets.

DOUBLE-LEADED. *See* LEADED.

DOUBLURE. An ornamental inside lining, usually of

leather or silk, of a book cover. Ornamental end-papers.

DRAGON'S BLOOD. Any of several resinous substances, mostly dark red in colour. It is used in powdered form in photo-engraving for etching line plates. Dragon's blood powder is brushed up against the slightly raised lines of the image or design on the metal plate from four sides, and "burned in," thus protecting these lines against the action of the etching solution or acid. *United Typotheta.*

DROP FOLIO. A folio number at the bottom of a page.

DROP LETTER. Large initial used at beginning of chapter, or article and running down two lines or more.

DROP-DOWN TITLE. The short title on the first page of text. It should be the same as the **RUNNING TITLE** (*q.v.*).

DROPPED HEAD. Chapter or first page where the first line commences a third or more down the page.

DRY-POINT ETCHING. An etching made directly on copper by means of a fine point. In dry-point work, the etching is all done by hand and not by a mordant applied to a wax-covered plate in which the design has been cut, as is the rule in ordinary etching. Etchings often have dry-point lines, which have been added after the acid etching has taken place.

D.S. (document signed). A document of which only the signature in autographic.

DUMMIES. *See* **SHELF DUMMIES.**

DUMMY COPY. A copy, generally made up of blank leaves to represent the actual bulk of a book about to be published.

DUODECIMO (12 mo.). A sheet (or a sheet and a half) of paper folded to form a section of 12 leaves (24 pp.). Also called *twelvemo*.

DUPLICATE PAY COLLECTION. A selection of duplicate copies of new novels which are only available on

payment for each book borrowed. After a time these books become part of the ordinary stock which is lent without charge.

DUPLICATE TITLE. Used of a reprint which has a reproduction of the original title-page in addition to its own.

DUST COVER. *Synonymous with* BOOK JACKET (*q.v.*).

DUST JACKET. *Synonymous with* BOOK JACKET (*q.v.*).

EDITIO PRINCEPS. 1. The first edition of a book printed from the old manuscript, when printing first began. 2. The first edition of any new work, but for this the term "first edition" is more commonly used.

EDITION. The whole number of copies of a work printed from the same type or plates and issued at the same time. A statement of the edition of a book is often placed on the verso of the title page, together with particulars of any previous editions. *See also* FIRST EDITION, IMPRESSION, ISSUE, NEW EDITION, REPRINT, REVISED EDITION.

EDITION DE LUXE. A special edition of a book containing extras not in ordinary editions, such as additional plates, large paper, etc.

EDITOR. A person who prepares someone else's work for publication. Editorial work may be limited to mere preparation for printing, or may involve considerable revisionary and elucidatory work, and even the addition of material.

EDITORIAL. An article expressing a paper's own policy and beliefs on current matters.

EIGHTEENMO. *See* OCTODECIMO.

ELECTIVE AUDITOR. *See* BOROUGH AUDITORS.

ELECTROTYPE (ELECTRO.). A facsimile plate of a type forme or another plate, produced by taking an impression in wax, depositing in this mould a thin shell of copper or other metal by an electro-plating process, backing it with type metal, and mounting it type high

on wood. Half-tones (except the very coarsest) demand electros, which may also be made from line blocks and composed type.

ELEPHANT FOLIO. A folio larger than an ordinary folio but not so large as atlas folio. About 14 in. by 23 in.

ELISION MARKS. *Synonymous with* OMISSION MARKS.

EM. The square of any size of type body; the printer's unit of square measure. It is also used to indicate the amount of indenting required. *See also* EN, PICA.

EM DASH. The dash—as here—used in punctuation.

EM QUADRATS. Squares of metal used to fill out short lines of type to the required length. They are often made in multiples of Ems. Usually called "quads."

EMBOSSING. Relief printing by the use of dies, called male and female, the surface of the paper being raised in relief. It may also be done by the use of certain substances dusted on the printed surface and caused to be raised by heating. Also called Process Embossing, Relief Printing, Bas-relief Printing, etc. *See also* DIE-STAMPING, THERMOGRAPHY.

EN. Half an Em (*q.v.*).

ENCHIRIDION (*pl.*, ONS or A.). A hand-book, specifically a manual of devotions.

ENCYCLOPÆDIA. A work containing information on all subjects, or exhaustive of one subject, arranged in systematic (usually alphabetical) order.

END-PAPERS. The sheets of paper at both ends of a book which are inserted by the binder to help fasten the sewn sections to the covers. One half is pasted on to a cover of the book (with the tapes between); the other is pasted with a narrow strip of paste at the fold to the end leaf of a section. They should be left plain but are frequently used for maps and tables. *See also* DOUBLURE.

ENGRAVING. 1. The art or process of making letters or designs on wood, metal, or other substances, by cutting

or etching, for the purpose of printing or stamping on paper or other material. 2. An engraved plate, or an impression made from an engraved plate. 3. An engraved inscription. 4. The act of taking an impression from an engraved plate.

ENLARGED EDITION. *Synonymous with* REVISED EDITION (*q.v.*).

ENROLLED ACCOUNT. An account which has been entered on a roll, usually for audit.

ENROLMENT. Entry of a document upon a roll.

ENTRY. 1. The catalogue record of a book, which may be the main or an added entry. 2. The word or words forming an item in an index. 3. The record of a book in the records of a library. *See also* ADDED ENTRY, ANALYTICAL ENTRY, HEADING, MAIN ENTRY, REFERENCE, SERIES ENTRY, TITLE ENTRY.

ENTRY WORD. The first word of a heading; the one by which the entry is arranged.

EPHEMERIDES. Diary, or account of every day transactions.

EPIGRAPH. A sentence or quotation at the commencement of the chapters of a book to indicate the sentiment or idea.

EPISTEMOLOGY. The science of organized ideas in their exact correspondence with outward things, or knowledge.

EPISTOLARIA. A liturgical book containing the Epistles.

EPITOME. A work that has been abridged or summarized for a particular purpose. The essential matter of the original is retained. To be distinguished from an ADAPTATION (*q.v.*).

EROTICA. In cataloguing, obscene books. *See also* CURIOSA, FACETIÆ.

ERRATA. *Synonymous with* CORRIGENDA (*q.v.*).

ESPARTO. A coarse grass growing in countries around

the Mediterranean, particularly Spain and Africa, which is used for making paper, chiefly the puffy "antique" varieties.

ESSENTIAL CHARACTERISTICS. *See* CHARACTERISTIC OF A CLASSIFICATION.

ETCHING. 1. The process of producing a design upon a plate of steel, copper, glass or zinc by means of drawing lines with an etching needle through an acid-resisting wax coating upon the polished surface of the plate, and then covering this surface with an acid which corrodes the metal in the lines thus laid bare. 2. A plate with an etched design upon its surface. 3. The art of producing impressions on paper or other material from an etched plate. 4. The impression produced by 3. *See also* DRY-POINT ETCHING.

EVALUATION. An estimate of the value of a work as a contribution to the literature of a subject.

EVE STYLE. *See* FANFARE (FLOURISH) STYLE.

EVOLUTIONARY ORDER. In classification, the method by which subjects are shown in the order of their history or development, "in natural history putting the parts of each subject in the order which that theory assigns to their appearance in creation. As science proceeds from the molecular to the molar, from number and space through matter and force to matter and life, etc., etc." (*Cutter.*) Cutter's Expansive Classification follows this order, as, in a rough way, does Brown's Subject Classification. No scheme is, or can be, evolutionary throughout.

EX LIBRIS. Latin phrase, meaning *from the books*, frequently used on book plates, followed by the owners' name.

EXACT CLASSIFICATION. *Synonymous with* CLOSE CLASSIFICATION (*q.v.*).

EXCERPT. An extract from a book.

EXCHANGES. 1. The exchange by barter or trade of

duplicate material with other libraries. 2. The exchange of publications with other institutions. (American.)

EXHAUSTIVE DIVISION. Dividing as exhaustively and minutely as possible in order to give specific places in a scheme of classification.

EX-LIBRARY COPY. A catalogue description of a book originally in a public or circulating library.

EXPANSIVE CLASSIFICATION of C. A. Cutter, which began to appear in 1891, is one of the most minute and scholarly of schemes for a general library. It consists of seven expansions, the seventh, uncompleted, being very detailed and suitable for a very large library, and each of which covers the whole field of knowledge but in varying detail, and can be used according to the size of the library. Later expansions cannot be used in the same library, however, without re-classifying a number of the books, as the fundamental symbols had to be altered as the expansions progressed. The order of the schedules is evolutionary, the main classes being :

A General Works.	R Useful Arts, Technology.
B Philosophy.	V Athletic and Recreative Arts.
Br Religion.	Vv Fine Arts. Music.
D Historical Sciences.	X Arts of Communication by Language.
H Social Sciences.	
L Sciences and Arts.	

The intervening letters in the above schedule are given to the more important divisions.

The order of the schedules is evolutionary. The notation is a pure alphabetical one, permitting subdivision at any point in the scheme by the use of the alphabet, but form divisions and the Local List for subdividing geographically have numerical notations which can be used mnemonically.

EXPLANATORY GUIDE CARDS. Guide cards giving an explanation of the arrangement of the catalogue cards and placed at the beginning of groups of cards for

voluminous authors, anonymous classics, sacred books, etc.

EXPLICIT. The closing phrase of a book or work.

EXPURGATED EDITION. An edition with those parts left out that might be objected to on moral or other grounds. *See also* BOWDLERIZED.

EXTENSION. The extension of a term or class indicates all the different things included in the term; in other words, the compass of the term. The intension indicates their *qualities*. Extension and intension vary conversely; when one is great the other is small.

EXTENSION CARD. Second and subsequent catalogue cards used when the entry is too long to go on one card. It contains the classification number and the entry word from the first card, and is numbered 2, 3, etc.

EXTENSION WORK. Activities which are undertaken with the object of reaching people who might otherwise be unaware of the library, such as lectures, reading circles, discussion groups and the providing of books for prisons, clubs, hospitals, literary societies, etc.

EXTERNAL READER. A person who is permitted to use a library provided primarily for the use of privileged persons, such as the members of a professional body or association.

EXTRA. In binding, a trade term for the best work. Applicable to any book well "forwarded," lined with marbled or other special paper, silk headbands, and gilt with a narrow roll round the sides and inside the "squares."

EXTRA BINDING. A trade name for hand work.

EXTRA TICKETS. *Synonymous with* SUPPLEMENTARY TICKETS (*q.v.*).

EXTRACTED ARTICLE. Cut out of a Periodical. *See also* SEPARATES

EXTRA-ILLUSTRATED. *Synonymous with* GRANGERIZING (*q.v.*).

FAC. Abbreviation for FACTOTEM (*q.v.*).

FACE. The entire unbroken front of shelving on one side of a double case or on one side of a room or gallery.

FACETIÆ. Coarsely witty books; objectionable or indecent works collectively. *See also* CURIOSA, EROTICA.

FACSIMILE. A copy of an original, reproduced in its exact form and style.

FACSIMILE BINDING. A binding which closely resembles an older binding.

FACSIMILE REPRINT. A reproduction of a work, however printed, and reproducing exactly the appearance of the original.

FACTOTEM. An ornament of wood or metal having a space in the centre for the insertion of a capital letter of an ordinary fount of type, used to print ornamental initial letters at the commencement of chapter. It is sometimes called a FACTOTEM INITIAL. Abbreviation: FAC.

FALSE DATE. A date given wrongly, either intentionally or in error. In a catalogue entry the correct date is given in brackets following "i.e."

FANFARE (FLOURISH) STYLE. The 16th later Eve style, being a complication of geometrical interlacings and a multitude of scrolls, wreaths, sprays, and flowers, filling every available bit of space on back and sides of the book.

FASCICULUS (FASCICULE). A separate part or division of a publication appearing in "numbers."

FEATHERWEIGHT. *See* ANTIQUE.

FECIT (*Lat.*). He or she made (it).

FIELD WORK. In county library work, the visiting of local branches in order to maintain official contact between these and headquarters.

FILE. *Noun.* A collection of written or printed material arranged in some systematic order. *Verb.* To arrange such material in order.

FILING MEDIUM. That part of the entry under which a card is filed.

FILING WORD. *Synonymous with* ENTRY WORD (*q.v.*).

FILING-CARS. Desks on casters with a small table and a chair on a swivel, used for the filing of catalogue cards. (American.)

FILLET. A plain line or lines impressed upon the back or side of a book-cover. The wheel-shaped tool with which these lines are impressed.

FINDING LIST. A very brief list of books, usually limited to bare author and title and class mark.

FINE. A charge made for retaining a book longer than the time allowed.

FINE PAPER COPIES. Name applied to books printed on better and larger paper than the ordinary edition. *See also* Large Paper Copies.

FINIS. (*Lat.*). The end, conclusion.

FINISHING. That branch of work concerned with the book after it has been put into its cover. Includes tooling, polishing. *See also* FORWARDING.

FIRST ASSISTANT. In American libraries, a member of the professional staff of a department, division, or branch having a minimum staff of three professional persons.

FIRST EDITION. The first issue of a book. Later printings from the same type are known as Reprints. Sometimes small typographical errors in a first edition are corrected during the printing, strictly qualifying the later printings for the classification 'Corrected Edition,' or 'Revised Edition,' unaltered copies are described as "first issue of the first edition." *See also* EDITION, ISSUE, NEW EDITION, REPRINT, REVISED EDITION.

FIRST INDENTATION. 1. The eighth typewriter space from the left edge of the card. 2. The first or outer vertical line on a catalogue card ruled for handwriting.

FIRST WORD ENTRY. Entry under the first word of a book's title other than an article.

- FIXED LOCATION.** An antiquated method of arrangement by marking a book with shelf and other marks so that its position on the shelf should be always the same. The book-cases, tiers and shelves are each marked distinctly to make finding easy. The opposite of **RELATIVE LOCATION** (*q.v.*).
- F.L.A.** Abbreviation for Fellow of the (English) Library Association.
- FLAT PROOF.** Prints made from each plate in a colour series, using the colour in which that plate is to be printed in the series. *See also* **PROGRESSIVE PROOFS.**
- FLAT PULL (ROUGH PULL).** The proof taken on the machine without **UNDERLAY** or **OVERLAY** (*q.v.*).
- FLAT RATE.** A rate levied over the whole of a county area to provide an adequate library service in all parts without the levying of additional local rates. *See* **DIFFERENTIAL RATING.**
- FLAT-BED PRESS.** A printing machine having a bed with a flat surface.
- FLEXIBLE CLASSIFICATION.** A classification which permits the insertion of new subjects without destroying the sequence of the arrangement. Flexibility is mainly a function of a notation.
- FLEXIBLE NOTATION.** *See* **NOTATION.**
- FLEXIBLE SEWING.** When a book is sewn on raised bands or cords, and the thread is passed entirely round each band. It is the strongest form of sewing. A style of binding which allows the book to open perfectly flat.
- FLONG.** *See* **MATRIX.**
- FLORET.** 1. A binder's finishing tool with a flower or leaf design. 2. A flower or leaf-shape type used to separate sentences or paragraphs.
- FLUSH PARAGRAPHS.** Paragraphs having no indentation, spacing being used to separate paragraphs.
- FLY LEAVES.** The one or two blank leaves at the ends of a book.

FLY-TITLE. *Synonymous with HALF-TITLE (q.v.).*

FOLD. *Synonymous with BOLT (q.v.).*

FOLD SYMBOL. The symbols used to indicate the way in which the paper of which a book is made is folded. These are F., Fo (Folio); 4to (Quarto); 6to (Sexto); 8vo (Octavo); 12mo (Duodecimo, Twelvemo); 16mo (Sextodecimo, Sixteenmo); 18mo (Octodecimo, Eighteenmo); 24mo (Vicesimo-quarto); 32mo (Trigesimo-secundo, Thirty-twomo) and should not be used to indicate size.

FOLIATED (*verb*). A term used to describe the marking of every leaf—not page—of a manuscript or printed book with a consecutive number, or foliation.

FOLIATION (*noun*). A leaf number, appearing at the head of each recto of leaves of MSS. and early-printed books. This preceded pagination. The commonest form is the word "folio" sometimes abbreviated, followed by a roman numeral. Arabic figures appeared in Venice after 1475, but are rare outside Italy until after 1500.

FOLDINGS. A general term referring to the folding of a sheet of paper to form a section. The following are the usual foldings :

Folio	(Fo)	giving	4 pages.
Quarto	(4to)	„	8 „
Sexto	(6to)	„	12 „
Octavo	(8vo)	„	16 „
Duodecimo	(12 mo)	„	24 „
Sextodecimo	(16 mo)	„	32 „
Octodecimo	(18 mo)	„	36 „
Vicesimo-quarto	(24 mo)	„	48 „
Trigesimo-secundo	(32 mo)	„	64 „

FOLIO. 1. Format: A book printed on a sheet of paper folded once, making two leaves or four pages. *See FOLDINGS.* 2. The individual leaf of a book. 3. An indication of size, usually 30 cm. 4. A ream or sheet of paper in its full size.

FOLLOW COPY. When written on a MSS. this is a direction to the compositor to follow precisely the spelling and punctuation, however incorrect it may appear. When written on printed matter it indicates that the style and setting of the original are to be followed as closely as possible.

FOLLOW-UP NOTICES. The American term for second and subsequent overdue notices.

FONT. *See* FOUNT.

FOOT-LINE. The line of type at the bottom of the first page of a section, under which the signature is placed.

FOOTNOTE. A note at the foot of a page, usually in smaller type than the text, giving a reference, an authority, or an elucidation of matter in text. *See also* REFERENCE MARKS.

FOOT-STICK. *See* CHASE.

FORE-EDGE. The front edge of a sheet of paper opposite the folded edge through which the sewing passes.

FORE-EDGE PAINTING. A painting on the fore-edges of a book which is seen to the best advantage when the pages are splayed out.

FOREL (FORREL, FORRIL). 1. Heavy, rough parchment used for covering old books. 2. A case or cover in which a book or MSS. is kept for protection, or into which it is sewn.

FORENAME. A name that precedes the family name or surname.

FOREWORD. A substitute word for PREFACE.

FORM. A classification term applied to the format, arrangement, or method of a book. *See also* FORM DIVISIONS.

FORM CLASSES. Those parts of a classification in which the books are arranged in the form in which they are written, e.g. poetry, drama, fiction, essays, etc., the subjects of the books being ignored.

FORM DIVISIONS. Adjuncts to a classification which enable books to be arranged (within their subject)

according to the form in which they are written. They usually have a mnemonic notation which can be applied to any part of a scheme. There are two kinds of form division: **OUTER FORM** indicates books in which the contents is arranged in a particular way, such as in classified or alphabetical order as in dictionaries, or according to form of writing as essays. Subjective or **INNER FORM** indicates modes of approach such as the theory, history, or philosophy of a subject.

FORM ENTRY. An entry under (1) the name of the form in which a book is written, e.g. Poetry, Drama, Fiction, or (2) the form in which the subject material is presented, e.g. Periodicals, Essays, Poetry.

FORMAT. The term used for the external size and shape of a book in general.

FORME. See CHASE.

FORWARDING. The processes of binding a book after it is sewed until it is placed in its cover ready for "finishing."

FOUL PROOF. One with many corrections marked on it.

FOUNDRY PROOF. One pulled before the forme is sent to the foundry to be stereotyped.

FOUNT (FONT). A full set of type containing the correct proportion of the various characters.

FOUR-COLOUR PROCESS. An extension of the **THREE-COLOUR PROCESS** (*q.v.*), by adding black or grey. Also called Full colour.

FOXED. Pages of old books with deep brown spots caused by dampness are said to be foxed.

FRAME. A wooden stand with a sloped top on which cases of type are placed for the compositor's use.

FREE HAND. Writing of any period not conforming to definite rules, such as the regular use of set abbreviations.

FREE LANCE. A journalist or photographer not on the staff of any one particular paper but who contributes to several papers.

FRENCH JOINT. A joint formed by keeping boards a short distance from the back, splitting the boards and placing tapes between, thus allowing greater play at hinge and permitting the use of a much thicker leather than otherwise.

FRISKET. A light rectangular iron frame about the size of a **TYMPAN** (*q.v.*) frame which is covered with brown paper and attached to the upper part of the tympan. The frisket is folded over the tympan, the centre part of the brown paper which would cover the printing surface being cut out, before the tympan is turned over the forme. *See CHASE.*

FRONTISPIECE. Any pictorial representation at the front of a book, usually facing the title-page, and as a rule unnumbered.

FUGITIVE-FACTS FILE. A file of facts which it has been difficult to obtain in the reference library and which are likely to be asked for again. (*American.*)

FULL CATALOGUING. The style of cataloguing which gives all the information permitted by the rules of the code adopted.

FULL COLOUR. When ample amount of ink has been used in printing; in distinction from grey colour, when only a small quantity of ink is used. *United Typotheta.*
See FOUR-COLOUR PROCESS.

FULL NAME. A name in which all the Christian names as well as the surname are given in full.

FULL-BOUND. A book wholly covered with leather.

FULL-FACE. *Synonymous with BOLD FACE* (*q.v.*).

FURNISH. The materials from which a paper is made, e.g. the furnish of a litho paper might be: esparto, 60%; chemical wood, 30%; loading 10%.

FURNITURE. The wood or metal material used by the printer to fill in the gaps between the type matter and the "footstick" and "sidestick" and the **CHASE** (*q.v.*).

GALLEY. A long narrow and shallow tray into which

type is transferred from the compositor's stick or from the type-setting machine to await making up into pages. It is from the type in this galley that the galley-proof is taken.

GALLEY-PRESS. A printing press made for the pulling of galley proofs. *See also* PROOFS.

GALLEY-PROOF. *See* PROOFS.

GATHERING. *See* SECTION.

GAUFFERED EDGES. Gilt edges of a book which have been decorated by impressing hot engraved tools.

GENERAL CLASSIFICATION. A classification which arranges the whole field of knowledge—the visible and invisible universe—in logical order.

GENERALIA CLASS. The main class of a classification which is reserved for books on many subjects such as encyclopædias.

GENUS. *See* PREDICABLES, FIVE.

GEOGRAPHICAL ENTRY. The name given to catalogue entries for topographical books and geographical guides, which go under the name of the district to which they refer.

GIFT CARD. A record made for each gift and corresponding to an order card made for a purchased book.

GILT TOP. The top edge of a book cut solid and gilt, the remaining edges being trimmed only.

GLAIRE. An adhesive substance (made by heating up the white of eggs) used to retain gold in finishing and edge-gilding.

GLASSINE. A transparent glossy surfaced paper obtained by excessive beating of the stock, or by acid treatment. It is made in white and a variety of colours, and is used for panels for window-envelopes, and as jackets to protect new books, etc.

GLOSSES. Marginal or interlinear notes or comments upon a text.

GLYPHOGRAPHY. A process of making printing plates

by engraving on a copper plate covered with a wax film, then dusting with powdered graphite, producing a surface that is used to make an electrotpe. *United Typothetae*.

GOLD TOOLING. *See* TOOLING.

GOTHIC, OR BLACK LETTER, TYPE. Type resembling the Gothic script used as a book hand in the later middle ages. *See also* LETTRE DE FORME.

GRAINING. The process of producing the natural grain markings of leather by boarding, i.e., the pushing or pulling of a fold in the skin with the aid of a board covered with cork, which grips that portion of the skin with which it is in contact. The art of producing an artificial grain on leather by stamping it with metal plates or passing it through rollers on which the desired grain markings are engraved.

GRANGERIZING. The practice of inserting illustrations, letters, documents, etc., referred to in the text, to elucidate the text of a book. It commenced in 1769, when James Granger published a "Biographical History of England" with blank leaves for the reception of illustrations. Also called Extra Illustrated.

GRAVURE. A French word, meaning cutting or engraving; used as a continuing word, like photogravure, roto-gravure, etc. *United Typothetae*.

GROLIERESQUE. The style of binding which is associated with Grolier (1479-1565). It depends for its effect on light and graceful geometrical "strapwork" (interlaced double fillets), and influenced ornate binding for two centuries. *See also* MAIOLI STYLE.

GROOVES. The projections formed on the sides of books in backing, to allow the boards to lie even with the back when laced in.

GUARANTOR. A person who signs a voucher for a reader who is not a ratepayer, guaranteeing to make good any financial losses caused by the person guaranteed.

GUARDS. Strips of linen or paper pasted by a binder (1) on to or into the sections of a book to prevent the sewing tearing through the paper, (2) on the inner edge of an illustration the guard being sewn through.

GUIDE CARD. A card with an upstanding tab used in a card catalogue or file to facilitate reference.

GUILLOTINE. A machine for cutting paper, with a knife having a perpendicular action.

GUTTER. That space between the sides of two adjoining pages, which when the sheet is printed and folded, constitutes the fore edge.

HAGIONYM. The name of a saint taken as a proper name.

HALF LEATHER. A term used to describe a book with a leather spine and corners, but with the rest of the sides covered in cloth.

HALF-BOUND. *Synonymous with HALF-LEATHER (q.v.).*

HALF-TITLE. The brief title of a book appearing on the recto of the leaf preceding the title page. It serves to protect the title page and to help the printer to identify the book to which the first sheet belongs. Also called Bastard Title.

HALF-TONE. The name given to the process and the actual blocks made by it, by means of which photographs, designs, etc., are reproduced in tone as opposed to solid black and white. A *Squared-up Half-Tone* is one finished with straight sides at right angles. Half-tones are also finished as Circles or Ovals. A *Vignetted Half-Tone* is one without a sharp edge to the design, which "fades" out. A *Cut-out Half-Tone* is one from which the background is entirely removed. A *Deep-etched Half-Tone* is one from the high lights of which the dots characteristic of a half-tone are entirely removed, leaving the paper virgin white in the reproduction. *United Typobeta.*

HAND-GRAVURE. A method of copperplate printing.

After inking and before each impression is taken, the surface is wiped by hand. *United Typothetæ.*

HANDMADE PAPER. Paper made by the workman dipping a mould into the pulp vat and taking up sufficient "stuff" to form a sheet of paper of the required substance. A peculiar movement is required to felt the fibres together, and this is only acquired after long practice and experience.

HAND-PRESS. The press used in printing offices to pull proofs by hand. It is the direct descendant of the earliest type of printing-press.

HAND-SET. Type set by hand, as opposed to type set by machine.

HANGING INDENTION (PARAGRAPH). A paragraph of which the first line projects or overhangs on the left. In other words, the second and all subsequent lines in the paragraph are indented.

HARLEIAN STYLE. Books bound for Robert Harley, 1st Earl of Oxford, by Elliot and Chapman, and decorated with large pineapple figures, in broad borders and central panels.

HEAD AND TAIL. The top and bottom of a book.

HEAD-BAND. The band at the head and tail of a book placed between the sections and the cover, and projecting slightly beyond the head and tail. Originally it was a cord or leather thong similar to the ordinary bands, around which the ends of the threads were twisted, and laced-in to the boards. Nowadays head-bands are usually made of coloured silks and are sewn on after the book has been forwarded.

HEAD-CAP. The fold of leather over the HEAD-BAND.

HEADING. 1. The commencement of a catalogue entry—usually written or printed on a separate line or in larger type than the remainder of the entry—by which its alphabetical place in the catalogue is determined: It is generally the author, subject, or first word not an

article, of the title. 2. In indexing, the entry word followed by any other (or others) necessary for its meaning.

HEAD-LINE. The heading at the top of the page giving the title of the book (usually on the verso) or the subject of the chapter or of the page (usually on the recto). *See also* HALF-TITLE, CAPTION TITLE, PAGE HEADLINE, RUNNING TITLE.

HEAD-ORNAMENT. An ornament specially designed for the top of a page. It is sometimes called a "head-piece." *See also* TAIL-ORNAMENT.

HEAD-PIECE. *Synonymous with* HEAD-ORNAMENT (*q.v.*).

HEADS. A term applied to the margins at the tops of the pages.

HELIOGRAPHY. In photo-engraving, the art of fixing the images produced by the *camera obscura*.

HIERARCHY. The order of precedence in which subjects are set out in the schedule of a scheme of classification.

HIERONYM. A sacred name used as a surname.

HISTORIATED INITIAL. First letter decorated with figures of men and/or animals.

HISTORICAL BIBLIOGRAPHY. Dealing with the history and methods of book production—printing, binding, paper-making, illustrating, and publishing. Also called applied, descriptive, external or material bibliography.

HOLIDAY ISSUE. Books issued in excess of the usual number and for a longer period than usual to persons going on holiday.

HOLLOW BACK. A binding in which there is a space between the back of the book itself and the cover, caused by the leather, cloth or other material being attached at the joints, and not glued to the back of the book itself. When the cover is glued to the back it is known as a **TIGHT BACK** (*q.v.*).

HOLOGRAPH. A document or manuscript wholly in the

handwriting of its author. Hence, holograph reprint, a reproduction of a MS. by mechanical means.

HOME BINDERY. A binding department maintained by the libraries committee and under the control of the librarian.

HOME-READING DEPARTMENT. *Synonymous with LENDING DEPARTMENT (q.v.).*

HORN-BOOK. A children's primer which appeared towards the end of the 16th century. It consisted of a thin sheet of vellum or paper mounted on an oblong piece of wood and covered with transparent horn. The wooden frame had a handle by which it was hung from the child's girdle. The sheet bore the alphabet, the vowels in a line followed by the vowels combined with consonants in tabular form, the Roman numerals, the Lord's Prayer, and the exorcism 'in the name of the Father and of the Sonne and of the Holy Ghost, Amen!' A simpler and later form of Horn-book, consisting of the tablet without the horn covering, or a piece of varnished cardboard, was also called a battledore.

HUNDRED ROLLS, of A.D. 1274. Public records of great importance for local history, containing an inquisition into the state of every hundred (a division of a county) and answers, on oath, to questions relating to the public exchequer.

ICONOGRAPHY. A detailed list and description of the pictorial or plastic material connected with a person or thing.

IDENTIFICATION CARD. Used in place of a borrower's ticket in the NEWARK CHARGING SYSTEM (q.v.).

IDEOGRAPH. An individual signature or trade mark.

ILLUMINATED BOOK. A book decorated by hand, with designs and pictures in gold, silver and bright colours, not primarily to illustrate the text, but to make with it a unified whole.

ILLUMINATED INITIAL. First letter decorated with colours, especially gold.

ILLUSTRATIONS. Photographs, drawings, portraits, maps, plans, plates, tables, facsimiles, diagrams, etc., placed in a book to elucidate the text.

ILLUSTRATOR ENTRY. A catalogue entry for an illustrator whose work is of sufficient importance to be catalogued.

IMBRICATION. Overlapping, scale-like ornaments, derived from natural forms, as the scales of fishes, the feathers of birds, etc.

IMITATION ART. *See* ART.

IMPERFECTIONS. Printed sheets rejected by the binder on account of being in some respect imperfect, and for which others are required to make the work complete.

IMPOSING STONE. *See* STONE.

IMPOSITION. The arrangement of the pages of type in the chase. On correct imposition depends the right order of the pages and REGISTER 3 (*q.v.*).

IMPRESSION. The copies of a book printed at the same time. A new impression is one taken from the same standing type, or stereotype, as the original. *See also* REPRINT.

IMPRIMATUR. The licence for publication, granted by a secular or ecclesiastical authority, carrying the name of the licenser, and the date (which may differ from that of the imprint). Now rarely found except in the form of the words "permissu superiorum" on works of Catholic priests. This is distinct from copyright. When State or Church censorship exists, the imprimatur becomes an approval of what has been published.

IMPRINT. The statement in a book concerning the publication or printing of a book. The PUBLISHER'S IMPRINT is the name of the publisher and the date and place of publication usually appearing at the foot of the title-page. The PRINTER'S IMPRINT gives the printer's

name and the place of printing ; usually appearing on the back of the title page, on the last page of text, or on the page following. It is compulsory in all books printed in The United Kingdom. (2 & 3 Vict. c. 12. Sz.)

See also COLOPHON.

IMPRINT DATE. The year of publication as specified on the title-page.

IN BOARDS. When a book is cut after the mill-boards are attached, it is said to be cut in boards. *See also* BOARDS.

IN PROGRESS. A term used in catalogues and elsewhere to indicate that a work in several volumes is not complete but still in progress of publication. *See also* CHECK-LIST.

IN QUIRES. Books in unbound sheets.

IN SHEETS. Printed sheets of a book, either flat or folded, but unbound.

IN SLIP. Matter set up and proof-pulled on galleys before being made up into pages.

INCIPIIT. The commencement of an early book. The identity of the work and of the author may be found here if it is not given on the title-page or in the colophon.

INCUNABULA (Singular : INCUNABULUM, ANGLICE INCUNABLE). Term given to books printed before 1500.

INCUT NOTES. Side notes which are let into the text instead of appearing in the margin.

INDENT. To begin a line of type a little way in, as at the beginning of a fresh paragraph.

INDENTION. The leaving of a blank space at the beginning of a line or a new paragraph.

INDENTURE. A document drawn up in duplicate and divided so as to leave a tooth-like edge on each part.

INDEPENDENTS. Books or pamphlets published separately and afterwards bound together.

INDEX. A detailed alphabetic list or table of topics,

names of persons, places, etc., treated or mentioned in a book or series of books, pointing out their exact positions in the volume.

INDEX ENTRY. The entry which goes in the index to a catalogue.

INDIA PAPER. A very thin, strong, opaque paper made of rag, and largely used for big books which receive much handling.

INDICATOR. A frame, glazed on the public side, which indicated the numbers of the books "in" and "out" in a closed access library.

INDIVIDUAL ENTRY. Entry under a person or place as subject.

INEDITA. Unpublished works.

INFERIOR LETTERS (FIGURES). Small characters set below the level of the line, as in chemical formulæ, so $\text{—H}_2\text{O}$, SO_2 . *See also* SUPERIOR LETTERS.

INFIMA SPECIES. The class with which the division of a classification ends. *See* SUBALTERN GENERA and SUMMUM GENUS.

INGRAIN. A rough and shaggy quality of tinted paper used for pamphlet covers and wall hangings.

INITIALS. Large capital letters occurring at the beginning of a paragraph. They are sometimes called "ornamental initials." *See also* FACTOTEM.

INLAYING (ONLAYING). In bookbinding, adding a different leather from that of the cover for decorative purposes.

INNER FORM. *See* FORM DIVISIONS.

INSERTS (INSETS). Illustrations, maps or other material not part of the printed sheets, included when binding a pamphlet or book. They may or may not be sewn in.

INSTITUT INTERNATIONAL DE DOCUMENTATION. Formerly the Institut International de Bibliographie. *See* CLASSIFICATION DECIMALE UNIVERSELLE.

INTAGLIO. All printing plates in which the image to be

printed is engraved or cut into the surface of the plate, and from which, in the printing, the ink is transferred to the paper.

INTAGLIO PRINTING. Printing done from intaglio plates. Copperplate printing, steel die embossing and impressions taken from dry-point etchings are forms of intaglio printing. The opposite of **RELIEF PRINTING** (*q.v.*).

INTENSION. *See* **EXTENSION.**

INTERCALATION. The act of inserting a heading for a new subject between two existing headings of a classification.

INTERLACING. Ornament composed of bands, etc., woven together.

INTERLEAF. An extra leaf, usually blank, inserted between the regular leaves of a book.

INTERLEAVING. Tissue or Bank paper used for interleaving illustrations and letterpress. Also thin Blotting paper used for interleaving diaries.

INTER-LIBRARY LOANS. Books lent between libraries of the same or different systems for particular readers. *See also* **REGIONAL BUREAU.**

INTERMEDIATE LIBRARY. A department containing specially selected books and duplicates of some of those in the adult and junior departments for the use of adolescents.

INTERTYPE. A typesetting machine casting type in a slug, similar to, but differing in detail from, the Linotype.

INTRODUCTION. A short essay or statement, usually being a general survey of the subject preparing the reader for the treatment to follow, of a commendatory nature, and written by an authority in the field with which the book deals. Its order in the **PRELIMINARIES** (*q.v.*), is after the Preface and immediately before the first page of text.

INTRODUCTION DATE. The date given at the beginning or end of an **INTRODUCTION** (*q.v.*).

INVERSION OF TITLE. The turning about of a title to bring a particular word to the front. This practice is frequently adopted in dictionary catalogues.

INVERTED ENTRY. An index entry which has been re-arranged to bring the most important word or words to the front. For example, 'CO-EFFICIENT OF EXPANSION, APPARENT.'

INVERTED HEADING. The turning round of a heading in a catalogue to bring the most important word to the front, as **CHEMISTRY, ORGANIC**.

INVERTED TITLE. See **INVERSION OF TITLE**.

IRISH STYLE. An 18th century style of book decoration distinguished by a large centre lozenge of inlaid fawn leather.

ISLAND STACK. A **STACK** (*q.v.*) which is placed away from the wall so that readers can walk all round it.

ISSUE. 1. All the charges or other records representing books on loan. 2. The number of books so issued. 3. The copies of a book in which the original sheets are used but which differ in some respects (e.g. a new title page or other difference in the preliminaries, an additional appendix, the inclusion of a list of publisher's announcements) from copies previously issued. See also **EDITION**, **FIRST EDITION**, **IMPRESSION**, **NEW EDITION**, **REPRINT**, **REVISED EDITION**.

ISSUE GUIDES. Cards or metal plates which project above the issue (the projection being numbered or lettered according to the method of arrangement) to facilitate the finding of **CHARGES** (*q.v.*).

ISSUE TRAYS. The trays containing the **ISSUE** (*q.v.*).

ITALIC. Sloping type, as distinguished from the normal, upright Roman type, used to emphasize any special point, or for the names of publications, ships, etc. It was first used by Aldus Pius Manutius in 1501, and

was originally called Aldine or Chancery, and was based on a humanistic Italian hand writing of a somewhat earlier period. *This is italic* and is indicated in a MS. by a single underlining. Abbreviation : ital.

JACKET. *Synonymous with* BOOK JACKET (*q.v.*).

JANSENIST STYLE. A very simple binding which is decorated only by a centre-piece (often armorial) and corner-fleurons, or which is devoid of ornamentation on the outside of the covers but which sometimes has elaborately tooled DOUBLURES (*q.v.*).

JAPANESE VELLUM. An extremely costly, strong handmade Japanese paper with a firm glossy surface, and a creamy tint, made from the inner bark of the mulberry tree. It will not stand india-rubber and must be handled very carefully. It is much used for engravings. An imitation is made by treating thick ordinary paper with sulphuric acid.

JAPON VELLUM. A British made substitute for Japanese vellum.

JOINT AUTHOR. One who writes in collaboration with another, or several other writers. The parts written by each are not always indicated.

JOINT CATALOGUE. One containing entries for the books in two or more libraries.

JOINT COMMITTEE. A committee composed of representatives of two authorities and possibly co-opted members, which administers libraries serving both areas. The committee has such of the powers of a library authority, except that of borrowing money, as the two authorities agree to confer upon it.

JOINTS. The two parts of the covering material that bend when the covers are opened ; the strips of cloth, leather, or other material that are used to reinforce the end-papers ; the grooves formed by the backing process, which are made to receive the boards.

- JOURNALESE.** Words and phrase commonly used by journalists. Hackneyed phrases.
- JOURNALISM.** The profession of compiling, writing and editing newspapers, periodicals, etc.
- JOURNALIST.** One who edits or contributes to a newspaper or periodical.
- JUDICIAL WRIT.** One issuing from a Court of Law.
- JUNIOR ASSISTANT.** A young assistant librarian who does not have the supervision of the work of other assistants.
- JUNIOR LIBRARY.** *Synonymous with CHILDREN'S LIBRARY (q.v.).*
- JUSTIFICATION.** *See* JUSTIFYING.
- JUSTIFYING.** Spacing out lines or pages to a given length, so that they will be neither too long nor too short.
- KEEP STANDING.** An order not to distribute the type, pending possible reprinting.
- KERNED LETTERS.** Letters, a part of which overhangs. For instance, the "tail" of this Q is a kern.
- KETTLE-STITCH.** The stitch made at the head and tail of a book in hand-sewing, by which the thread of one section is fastened to the thread of another. The term is frequently regarded as being a corruption of "catch-up stitch," but it may be derived from the German *Ketten-stich* or chain stitch, or *Kettel stich*, or the stitch that forms a little chain.
- KNOWLEDGE CLASSIFICATION.** A classification used for any branch of knowledge, but which cannot be adapted for classifying books until a generalia class, form classes and divisions, a notation, and an index have been added.
- L.A.** Abbreviation for Library Association. (English.)
- LACING-IN.** Attaching the boards by the operation of passing the slips on which the book is sewn, through holes pierced in the boards.

LAI D PAPER. Paper made on a mould or by a "dandy," consisting of long thin wires placed very close together and fastened to thicker ones at intervals of about half an inch. The thin ones are called "wire-lines" or "wire-marks" and the thick ones "chain-lines." Used in contradistinction to **WOVE PAPER** (*q.v.*).

LARGE PAPER COPIES. Copies printed on larger paper than the ordinary edition.

LAW CALF, LAW SHEEP. A plain uncoloured calf or sheep leather binding.

LAYOUT. An outline, rough sketch, or design for the desired arrangement of a piece of printing.

LE GASCON STYLE. Modified **FANFARE** bindings of the early 17th century, in which the strapwork is retained, the enclosed spaces differentiated by inlaid leather of different colours, and the sprays lighter. Fine dotted scrolls are frequently enclosed in the geometrical compartments and often extend into lines and curves of remarkable lustre and elegance.

LEADED. Type which has a space (usually 2 point) between each line, caused by the insertion of a "lead" between them in composing, is said to be "leaded." Type without "lead" is said to be "solid." "Double-leaded" means a double space (usually 4 points) between lines of type. *See also* **EM, PICA.**

LEADER. *Synonymous with* **EDITORIAL** (*q.v.*).

LEADERETTE. A short editorial article in a newspaper or periodical.

LEADERS. The dots or dashes set in a line to lead the eye along from something at the beginning (for example, a word) to something at the end (for example, a figure). Leaders are much used in close-set price lists.

LEADER-WRITER. The writer of newspaper editorials.

LEADS. The strips of metal which are set between lines of type, and do not print, usually being 2 points thick.

LEAF. A sheet of paper, printed, and folded once forms a

section of two leaves or four pages, and is called folio, folded twice forms a sections of four leaves or eight pages and is called quarto. *See* FOLDINGS, SECTION. Usually the recto has an odd number, and the verso the subsequent number, but in reprints this may not be the case.

LEATHERETTE. Paper or cloth having a surface in imitation of leather.

LECTURE SERIES. The name given to a series of lectures delivered in connection with lecture trusts such as the Bampton, Gifford, Hibbert, and afterwards published.

LEDGER CHARGING. An antiquated method of recording books on loan by entering book-numbers against ticket numbers in adjacent vertical columns on loose sheets or in a bound ledger.

LEGEND. The title or short description printed under an illustration. Also called "caption" and "cut-line."

LEMMA. The argument or subject written at the head of a literary composition.

LEMONNIER STYLE. A style of book decoration practised by Jean Christophe Henri Lemonnier, who worked for Count Hoym in France in the 18th century. It is characterized by pictorial mosaics of landscapes, bouquets, etc.

LENDING DEPARTMENT, LENDING LIBRARY. The department of a library containing books for home-reading.

"LETTER BY LETTER." *See* ALPHABETIZATION.

LETTER SPACED. A word which has spaces placed between the letters is said to be Letter Spaced.

LETTERA TONDA. *See* ANTIQUA.

LETTERPRESS. 1. The text of a book as distinguished from its illustrations. 2. Printing from type as distinguished from plates. 3. A method of relief printing as opposed to intaglio or planographic.

LETTERS CLOSE. Letter addressed usually by the sovereign to some individual or group of individuals and closed with a seal.

LETTERS PATENT. An open letter issued generally under the great seal of the sovereign or some other magnate as a guarantee to the person or corporation named therein.

LETTRE DE FORME: LETTRE DE SOMME: LETTRE DE BATARDE. The three general classifications of Gothic type forms as found in the 15th century. The first is the Pointed and most formal; the second is the Round and less formal; the third is a Cursive form. They correspond to similar classifications of lettering used in the manuscripts that preceded printing.

LETTRE RONDE. *See* ANTIQUA.

LIBRARIAN. One who has charge of the books, contents, and administration of a library.

LIBRARIAN-IN-CHARGE. The librarian placed in charge of a particular department.

LIBRARIANSHIP. The profession of librarian.

LIBRARY. 1. A collection of books and other literary material kept for reading, study and consultation. 2. A place, building, room or rooms set apart for the keeping and use of a collection of books, etc. 3. A number of books issued by one publisher under a comprehensive title as the "Loeb Classical Library," and usually having some general characteristic such as subject, binding, or typography. *See also* BRANCH LIBRARY, CENTRAL LIBRARY, CIRCULATING LIBRARY, DELIVERY STATION, DEPOSIT LIBRARY, DEPOSITORY LIBRARY, LENDING DEPARTMENT, REFERENCE DEPARTMENT, SUBSCRIPTION LIBRARY.

LIBRARY ADMINISTRATION. The administration of a library is the force behind the machinery of its working routine. To oversee the work of a library in all its

relations, to plan for and promote its usefulness, is the work of the library administrator, and it embraces the supervision and development of the work of all departments and the solution of their various problems; library administration must of necessity begin where library organization ends.

LIBRARY AUTHORITY. In England, the local council which is responsible for local government whether the area be a parish, urban district, borough, metropolitan borough, county borough or county. In a parish where there is no parish council the commissioners appointed by the parish meeting is the library authority. In Ireland, the library authority in counties and rural districts is the county council; in incorporated boroughs, the council or the municipal commissioners; in towns, the town commissioners. In Scotland, the library authority in counties is the county education authority; and in burghs, the magistrates *and* the council.

LIBRARY COMMISSION. An American organization created by an act of legislature, operating in one state but independent of the state library. It exists to provide travelling libraries, aid small libraries and promote new ones, and conduct summer schools for the training of librarians.

LIBRARY COMMITTEE. A committee responsible for the management of a library.

LIBRARY ECONOMY. The practical application of library science to the founding, organizing and administration of libraries.

LIBRARY EDITION. A vague term indicating the edition of a book or series of books in a more substantial format.

LIBRARY OF CONGRESS SCHEME. The scheme of classification used in the National Library of the U.S.A. It is held to be the greatest and most modern of utilitarian schemes. The outline of the scheme was drawn up by

Dr. Herbert Putnam, in 1897, and is based in some respects on the Dewey Decimal and Cutter's Expansive schemes, the schedules being worked out by specialist classifiers in the various subjects. The main tables have been published, each with its own relative index, as completed, and some have been revised. The outline is as follows :

A	General Works. Polygraphy.
B	Philosophy. Religion.
C	History—Auxiliary Sciences.
D	History and Topography (<i>except America</i>).
E-F	America.
G	Geography. Authropology.
H	Social Sciences. General.
M	Music.
N	Fine Arts. General.
P	Language and Literature.
PN-PY	Literary History. Literature.
Q	Science. General.
R	Medicine. General.
S	Agriculture. Plant and Animal Industry.
T	Technology. General.
U	Military Science. General.
V	Naval Science. General.
Z	Bibliography and Library Science.

The scheme does not conform to the theoretical rules for a classification. There are no tables for subdivision by form or place which can be used in any part of the scheme. The notation is mixed, consisting of two letters and four figures used arithmetically, blanks being left in the alphabet and in the numbers for future insertions.

LIBRARY ORGANIZATION. Library organization must obviously precede library administration. Decision upon the methods and lines along which the library is to be run, and getting these methods into working order is the basis of library organization. Plans for, and erection of, the library building; executive decisions with regard to selection, appointment and duties of the staff, the planning and putting into practice a definite

system upon which the work of the library is to be carried on—these are successive stages in library organization. Organization is the act or process of organizing; i.e. creating a systematic union of individuals in a body whose officials, agents and members work together for a common end. Administration is the act of administering such a union; i.e. directing an office, service, employment, etc. Organization creates the machine; administration runs it.

LIBRARY SCHOOL. A school where training in library methods is given.

LIBRARY SCIENCE. The science relating to the administration of libraries; library economy and bibliography.

LIBRARY SIGN. The enamelled iron sign consisting of a torch of learning with a red cartouche, bearing in white lettering the words "County Library," which is placed outside all branches of English county libraries.

LIBRETTO. The words to which an opera or other lengthy musical composition is set.

LICHTDRUCK. A kind of COLLOTYPE (*q.v.*).

LIGATURE. Two or more letters joined together, or differing in design from the separate letters, and cast on one type body, as *st*, *ct*, *ff*.

LIMITED EDITION. An edition, printed on special paper and with a special binding, which is printed in limited numbers (seldom more than 1,500, usually about 200 to 500 but often as few as 10) and sold at a higher price. Each copy bears a printed certificate (usually facing the title-page) indicating the size of the edition on which is written the actual copy number.

LIMP COVERS. Thin covers made without boards, in order that they may bend easily.

LINE BLOCK. A block made by the "line" as opposed to the half-tone process. Also called a "zinco."
United Typotheta.

LINE DRAWING. Drawings made in line or stipple with India ink, pencil, crayon, or a dry brush, from which line engravings may be made.

LINE ENGRAVING. 1. Engraving in which the effects are produced by lines of different width and proximity, cut into copper, steel, wood, zinc or other similar material. 2. A plate produced by the line engraving process. 3. A picture printed from a line engraving.

LINE ETCHING. *Synonymous with* ETCHING.

LINING PAPERS. *Synonymous with* END-PAPERS (*q.v.*).

LINOCUT. The impression made from a **LINOLEUM BLOCK** (*q.v.*).

LINOLEUM BLOCKS. Relief surfaces or blocks cut from linoleum. They are printed from as wood blocks, are very durable and can be electrotyped.

LINOLEUM DRYPOINT. An impression made from a linoleum block on which the design has been made with a drypoint tool.

LINOTYPE. A typesetting machine casting type in a slug.

LIST OF ILLUSTRATIONS. This follows the Table of Contents and indicates the position in the book of the illustrations, both full-page and "in the text."

LIST PRICE. The price of a book as quoted by the publisher in his catalogue.

LITERARY AGENT. One who arranges the sale and publication of authors' work with publishers, newspapers and periodicals.

LITHOGRAPHY. The process of drawing designs on stone with a special crayon or chalk, and of producing printed impressions therefrom; also any process based on the same principle in which a thin flexible metal plate is used instead of stone. *See also* OFFSET PRINTING.

LITHOGRAVURE. A process of photo-engraving on stone.

LITHO-OFFSET. *See* LITHOGRAPHY, OFFSET PRINTING.

LITHOTINT. An obsolete method of lithography by

which the effect of a tinted drawing was produced, also a picture so produced.

ll. Used to indicate "leaves" of a book.

LOADED PAPER. *See* COATED PAPER.

LOAN. A large sum of money raised by the local authority and repayable within a specified time for local government developments such as the erection of libraries, purchasing of books, etc.

LOAN DEPARTMENT. The American term *synonymous with* LENDING DEPARTMENT (*q.v.*).

LOAN PERIOD. The period which is allowed for reading a book away from a library.

LOCATION INDEX. A record used in county libraries for tracing the whereabouts of particular books. It consists of book cards bearing the names or numbers of the centres and arranged in alphabetical order.

LOCATION MARK. *Synonymous with* CALL NUMBER (*q.v.*).

LOCKING UP. In printing: Tightening up a forme of type matter in the metal frame known as a chase, preparatory to putting it on the press.

LOGOTYPE. *Synonymous with* LIGATURE (*q.v.*).

LOWER CASE. The term used when referring to type other than capitals. It originated from the fact that printers kept their type in two large cases divided into sections for each letter, etc., one above the other. The upper case contained the capital letters and the lower one the others. Abbreviation: l.c.

M. Roman figure for 1000 used as an abbreviation by printers.

MACHINE REVISE. A proof printed when the forme is on the printing machine, in order that a comprehensive revise may be made of the whole of the details of workmanship, including those which the reader has not had an opportunity of verifying. Also called Machine Proof.

MACKLE. A printed sheet with a blurred impression, owing to some mechanical defect in the printing.

MAGAZINE. A periodical publication as apart from a newspaper.

MAGAZINE CASE. A cover for periodicals, usually having some contrivance for holding the magazine—cord, rod, etc. Also called "Periodical case" and "Reading case."

MAGAZINE ROOM. A room used exclusively for the reading of periodicals. Sometimes called "periodical room."

MAIN CLASSES. The principal divisions of a scheme of classification, e.g. in Brown's *Subject Classification*: Matter, Life, Mind, Record. These are divided into "Divisions" which are divided into "Subdivisions" which in turn are divided into "Sections," each division proceeding by gradual steps, and each new heading becoming more "intense."

MAIN ENTRY. Generally, the author entry for a book. The main entry has the fullest particulars. In card catalogues—especially dictionary ones—the main entry card sometimes bears on the back notes of all the other entries. *See* TRACINGS.

MAIN LIBRARY. *See* CENTRAL LIBRARY.

MAIN TITLE. That part of the title which precedes the SUB-TITLE (*q.v.*).

MAIOLI STYLE. The style of book decoration practised for Maioli, a contemporary of Grolier, in the middle of the sixteenth century. A distinguishing characteristic is that the Arabic terminals are frequently in outline, whereas those of Grolier are azure, and of Aldus, solid. There are several distinctive styles, but they are all based on graceful curves and scrollwork, resembling somewhat the bindings done for Grolier. They are believed to have been done in Paris.

MAJUSCULE. Large letter whether capital (upper case) or uncial.

MAKE-READY (MAKING-READY). The process of

getting a job ready to print. Levelling up and lining up a forme on the BED (*q.v.*) so that the impression on paper will be clear, clean and of uniform colour. The time which this process takes is an important item in every printing bill. It is upon the care with which a job is made ready that its good printing depends. Make-ready is of paramount importance in colour and half-tone work. *See also* OVERLAY and UNDERLAY.

MAKE-UP. In printing: 1. A general term for taking the type from the galleys, putting it into page form, inseting illustrative cuts, dividing the matter into page lengths, and adding running heads, titles of subdivisions, folios, footnotes, etc. 2. A term sometimes used instead of "layout" or the dummy showing the desired arrangement of letterpress and illustrations.

MANILLA PAPER. A superfine tough quality of wrapping and label paper made from manilla hemp; also applied to cheap imitations made from wood pulp.

MANUSCRIPT CATALOGUE. One written by hand, or typed.

MARBLED. Fantastic surface-coloured paper used by bookbinders. Marbling is done by floating various colours on a size, from which it is transferred to paper or the edges of a book.

MARBLED EDGES. The three edges cut solid, and stained like marble.

MARGINAL NOTES (MARGINALIA). Notes or GLOSSES (*q.v.*) written or printed on the margins of a page. Also called *footnotes* when printed at the bottom of the page, and *shoulder notes* when printed at the top corner of the page. *See also* SIDE NOTES.

MARGINS. The unprinted area between type and the edges of a page. The proportional width of the margins is a very important element in a properly balanced book-page. A good ratio is: top margin 2; outside 3; bottom 4; inside $1\frac{1}{2}$.

MARKING-UP. In book-binding, dividing the back into equal portions and marking the position of the cords.

MASTER-CATALOGUE. *Synonymous with* UNION CATALOGUE (*q.v.*).

MATRIX (plural MATRICES). The mould from which a stereo is made. The mould is made by placing wet flong (a material, about $\frac{1}{8}$ in. thick, made of alternate layers of tissue paper and blotting paper) over the matter of which an impression is needed and then beating it with a stiff brush. It is then subjected to pressure, removed and dried. *See* STEREOTYPE.

MATTER. Any type whether in the process of setting up, or standing. It may be *live* matter or *dead* matter, *open* matter (lead) or *solid* matter (without leads). The ancient terms, *fat* and *lean* matter, are still used to indicate the proportion of open spaces or break lines. The *fat*, of course, gives the compositor far less work to do than the *lean*.

MAYOR'S AUDITOR. *See* BOROUGH AUDITORS.

MEARNE STYLE. The style of book decoration used during the 17th and early 18th centuries in England. This style is named after Samuel Mearne, the stationer and binder to Charles II, and is a development of the Fanfare and Le Gascon styles. Red and black inlay was used with great effect, and the centre panel was often of the COTTAGE STYLE (*q.v.*). The ALL-OVER (*q.v.*) style was also often used. *Also called* RESTORATION STYLE.

MEASURE. The width to which printed matter is to be set, i.e. the length of line.

MECHANICAL WOOD. The lowest grade of wood pulp prepared by the purely mechanical process of grinding.

MEDIUM CATALOGUING. Entries which are more complete than in Short or Selective Cataloguing but not so complete as in Full Cataloguing.

MEMBERSHIP VOUCHER. An application voucher for membership of a lending library.

MEMBRANE. Single skin or parchment either forming part of a roll, or complete in itself.

MEMOIR. A biography.

MERRILL ALPHABETING NUMBERS. A scheme devised by Mr. W. S. Merrill for arranging books in rough alphabetical order. The table is re-printed in the Introduction to Brown's *Subject Classification* and consists of 100 numbers allocated as the following first sixteen from the table show :

01	A	09	Beno	
02	Agre	10	Bix	
03	Als	11	Bou	The numbers
04	Ap	12	Brim	are applied
05	Ash	13	Bum	fractionally.
06	B	14	C	
07	Ban	15	Carr	
08	Bax	16	Chan	

METALLOGRAPHY. A lithographic process in which metallic plates are used instead of stone.

MEZZOTINT. 1. A process of engraving on copper or steel in which the entire surface of the plate is slightly roughened, after which the drawing is traced and the plate smoothed in places by scraping, burnishing, etc., to produce the desired light and shade effect. 2. An engraving produced by the mezzotint process.

MICHEL STYLE. The style of book decoration practised during the 19th century by Marius Michel and his son in France. The designs are often based on natural forms and the ornament is generally expressed in colour, outlined in blind, and very often without the use of gold.

MICROPHOTOGRAPHY. The making of photographs on a very small scale, using 35 mm. cellulose film. Microphotography is used to provide a copy of newspapers and other bulky material without the wastage of storage space that the originals entail.

MILL BOARD. A kind of strong PASTE BOARD (*q.v.*) but

made of old rope, sacking, wood pulp, and paper.

Used for the covers of large books.

MINIATURE. A picture in an illuminated manuscript.

MINIM. Single downstroke of a pen.

MINISTERS' ACCOUNTS. Accounts rendered by stewards, bailiffs or other manorial officials to the lord of the Manor.

MINUSCULE. 1. A small style of writing developed from cursive. 2. Lower-case letters.

MISSAL (MASS-BOOK). A book containing the service for the celebration of the mass throughout the year. Sometimes loosely used for any book of devotions. Before the invention of printing, the writing of missals was a branch of art which reached a high state of excellence in the monasteries. The books were written upon vellum in the most beautiful style of penmanship, and were adorned with the utmost magnificence. *See also* BOOK OF HOURS.

MITRED. In bookbinding, when the lines in finishing meet each other at right angles without over-running each other, they are said to be mitred. Joined at an angle of 45 degrees as in the leather on the insides of the boards.

MIXED NOTATION. *See* NOTATION.

MNEMONIC CHARACTERISTIC. The use of symbols in such a manner that they have a more or less constant meaning when applied anywhere in a classification scheme.

MODERN FACE. A fount of printer's type, dating from 1702, which was standard throughout the 19th century. It is characterized by a vertical emphasis and fine-bracketed hair-serifs. This is an example of Modern face.

MODULATION OF TERMS. A phrase used to indicate the development of terms or headings, of a classification. A term should modulate into the term following it.

MONOGRAPH. A separate treatise on a single subject or class of subjects.

MONOTYPE. Separate paper-perforating and type-founding machines invented by Tolbert Lanston. Individual types are cast on the casting machine from paper rolls perforated on the perforating machine.

MORDANT. Acid or other corrosive, used in etching plates.

MORGUE. A collection of obituary notices of famous living people kept up to date in newspaper offices.

MORTICE. An open space cut out of a printing plate so that type may be inserted in it.

MOSAIC. A book decoration formed by inlaying small pieces of leather of various colours to form a pattern.

MOUNT. A card or paper on to which something is pasted to protect, preserve, or display it.

MOUNTED. Something pasted on a mount is said to be mounted.

MOVABLE LOCATION. *See* RELATIVE LOCATION.

MULL. A thin loosely woven cotton cloth glued on to the backs of books to help hold the sections together. Known as "Super" in America.

MULTI-VOLUME BOOK. A work in more than one volume.

NAME AUTHORITY FILE. The list of name headings used in a given catalogue, and the references made to them from other forms.

NAME CATALOGUE. A catalogue arranged alphabetically by names, whether of persons or places, or both.

NAME (AUTHOR) ENTRY. In indexing, an entry under the name of a person, place, or institution.

NAME INDEX. An index of names of authors.

NAME REFERENCE. Where alternative forms of names are available, a reference to the one adopted for the heading.

NATIONAL BIBLIOGRAPHY. A bibliography of books

produced in the language of one country, and of books produced in the country, whatever their language.

NATIONAL CATALOGUE. *Synonymous with* NATIONAL BIBLIOGRAPHY (*q.v.*).

NATIONAL CENTRAL LIBRARY. Formerly the Central Library for students, the library which, through public and university libraries, and in co-operation with REGIONAL BUREAUX (*q.v.*), supplies books especially required by students, which are not in stock at their local or university libraries, from its own stock and from that of the OUTLIER LIBRARIES (*q.v.*).

NATIONAL LIBRARY. A library maintained out of government funds and serving the nation as a whole. Usually, books in such libraries are for reference only. They are usually copyright libraries also.

NATURAL CLASSIFICATION. One in which qualities which are essential to the existence of the thing or things to be divided is adopted as the "difference" (*see* PREDICABLES, FIVE) or characteristic of arrangement. One which exhibits the inherent properties of the things classified, and which groups or separates them according to their likeness or unlikeness. *See* ARTIFICIAL CLASSIFICATION, CHARACTERISTIC OF A CLASSIFICATION.

NEGATIVE SELECTION. *Synonymous with* WEEDING (*q.v.*).

NET BOOK AGREEMENT. An agreement drawn up in 1929 (and since revised) between the Publishers' Association, the Booksellers' Association, and the Library Association, enabling rate-supported libraries and other libraries admitting the public without charge throughout the usual opening hours to receive a discount of 10 per cent. on all new books purchased, provided the library applies for a licence.

NETWORK. A bookbinding design made of intersecting lines forming squares set lozengewise.

NEW EDITION. An issue of a book in which misprints noticed in an earlier edition have been corrected. *See*

also EDITION, FIRST EDITION, ISSUE, REPRINT, REVISED EDITION.

NEWARK CHARGING SYSTEM. An American method of recording book issues. The reader possesses a membership card which he retains whether he borrows books or not, and which enables him to borrow an unlimited number of books from any library in a system. *See* DETROIT SELF-CHARGING SYSTEM.

NEWSPAPER. A publication issued periodically, usually daily or weekly, containing the most recent news.

NEWSPRINT. The lowest grade of printed paper, as used for newspapers.

NEWSROOM. The department of a library in which current newspapers may be read.

NICKEL-FACED STEREO. A stereo which is given a facing of nickel in order to lengthen its effective life.

NOM DE PLUME. *Synonymous with* PSEUDONYM (*q.v.*).

NOMENCLATURE. A system of names for a system of classes, or classification; its terms.

NON-FICTION. Books that are not prose fiction.

NON-RESIDENT MEMBER. A person who is permitted to use a library in a district other than the one in which he resides by paying a subscription, or because he owns property in, is employed in, or studies in, the district.

NOTATION. The symbols which stand for the headings in a scheme of classification. They must be brief and easily extended. If the notation consists of two or more kinds of symbols it is called a "mixed notation"; if of one kind only, a "pure notation." A "flexible notation" is one which expands with the classification, and permits the insertion of new subjects without any dislocation.

NOTHING BEFORE SOMETHING. Alphabetizing word by word, counting the space between one word and the next as "nothing." *See* ALPHABETIZATION.

NOVEL. A long fictitious story of imaginary people and events.

NOVELETTE. A short novel.

NOVELIST. One who writes novels.

OBLONG FOLIO. A folio book that is wider than its height. The term "oblong" may be applied to the other book sizes also.

OBVERSE COVER. The upper cover of a book.

OCTAVO (8vo). A sheet of paper folded three times to form a section of eight leaves. The following sizes are usually used to produce an octavo page :

		<i>Double.</i>	<i>Quad.</i>	<i>Size of 8vo.</i>
Foolscap	. $13\frac{1}{2} \times 17$	17×27	27×34	$6\frac{3}{4} \times 4\frac{1}{4}$
Crown	. 15×20	20×30	30×40	$7\frac{1}{2} \times 5$
Demy	. $17\frac{1}{2} \times 22\frac{1}{2}$	$22\frac{1}{2} \times 35$	35×45	$8\frac{3}{4} \times 5\frac{3}{8}$
Royal	. 20×25	25×40	40×50	$10 \times 6\frac{1}{4}$

See BOOK SIZES, PAPER SIZES.

OCTODECIMO (18 mo). A book in which the sections are so folded that each leaf is an 18th of the sheet. also called Eighteenmo.

OFF-CUT. That part of a sheet which has to be cut off so that the sheet may be correctly folded, as in the case of a 12mo.

OFFICIAL CATALOGUE. A union catalogue for the use of officials only, and usually kept in the cataloguing department.

OFF-PRINT. *Synonymous with* SEPARATES (*q.v.*).

OFFSET. 1. The printing process in which the impression is made on a rubber blanket, and thence offset on to the paper. 2. Also used to describe the unintentional transfer of ink from one sheet to another.

OFFSET LITHOGRAPHY. *See* LITHOGRAPHY.

OFFSET PAPER. Paper especially made for use on the offset press. It should lie flat, be free from lint, and stretch as little as possible.

OFFSET PRINTING. An adaptation of the principles of stone lithography, in which the design is drawn or

reproduced upon a thin, flexible metal plate which is curved to fit one of the revolving cylinders of the printing press, and the design from this plate is transferred or "offset" to the paper by means of a rubber blanket which runs over another cylinder and which has received its impression from the plate.

OLD ENGLISH. An angular type of the black-letter group ; abbreviated " O.E." *This is an example of Old English.*

OLD FACE. A fount of printer's type, first cut in France about 1535. It is characterized by oblique emphasis, lightness of colour, comparatively small differences between thick and thin strokes, and fairly substantial bracketed serifs. *This is an example of Old Face.*

OLD STYLE. Modern adaptations of several of the more beautiful types of the early printers, the most popular being Caslon, Baskerville, Elzevir, etc.

OLIN BOOK NUMBERS. The use of Olin Numbers enables collective and individual biography to be separated yet to be brought into close relation. They translate all compilers' surnames into A followed immediately by figures, thus enabling collective biographies to be arranged before the individual biographies bearing cutter numbers. The following is section S from the Table :

Sa	A77	Scr	A79	Sia	A82	Sq	A84
Sch	A78	Sea	A81	Sma	A83	Sva	A85

Strickland's *Queens of England* would be A84 (Olin number) and come before a life of Queen Anne, An 7 (Cutter number).

OMISSION MARKS. Three dots, thus . . . to indicate an omission.

ONE SHEET ON. *Synonymous with ALL ALONG (q.v.).*

ONLAYING. *Synonymous with INLAYING (q.v.).*

ONYMOUS. The exact opposite of ANONYMOUS (q.v.).

O.P. Abbreviation for " out of print."

- OPEN ACCESS. Applied to a library where readers are admitted to the shelves.
- OPENING. Two pages facing one another.
- OPISTHOGRAPHIC. A term applied to early-printed books printed on both sides of the paper.
- ORDER DEPARTMENT. The department of a library which deals with the ordering and processing of books and periodicals.
- ORIGINAL WRIT. One issuing from the Chancery.
- ORNAMENT. Printer's ornaments are little devices used to relieve the monotony of type.
- ORTHOGRAPHY. Spelling correctly, or according to accepted usage.
- OUT OF PRINT. A book is out of print when the publisher has no more copies for sale. Abbreviated "o.p."
- OUTER FORM. *See* FORM DIVISIONS.
- OUTLIER LIBRARY. A library whose stock is available to other libraries through the NATIONAL CENTRAL LIBRARY (*q.v.*). *See also* REGIONAL BUREAU.
- OVAL HALF-TONES. *See* HALF-TONE.
- OVER MATTER. Matter set ready for printing but held over through lack of space.
- OVERCASTING. *Synonymous with* OVERSEWING (*q.v.*).
- OVERDUE BOOK. A library book which has been retained longer than the period allowed.
- OVERDUE NOTICE. A request to a reader asking for the return of books which have been kept out beyond the time allowed.
- OVERLAY. The sheet on the impression cylinder of a printing machine, by manipulation of which an even impression is obtained from the matter, after it has been levelled as far as possible by UNDERLAY (*q.v.*).
- OVERPLUS. In printing, the surplus copies of a definite number.
- OVERSEWING. The act or process of sewing over and over the leaves of a book, usually done when it consists

of single leaves or when the paper is too poor or too heavy for normal sewing to be satisfactory. Called "whip-stitching" in America.

PADELOUP STYLE. A style of book decoration practised by the Padeloup family in France in the 18th century. It is mainly characterized by its inlays of coloured leathers of diapered simple geometrical form, devoid of any floreateation.

PAGE. *See* LEAF.

PAGE CATALOGUE. One in which only a few entries are made on a page at first, with spaces left for the insertion of subsequent entries in correct order. The catalogues in the Reading Room of the British Museum and in the Bodleian are of this variety.

PAGE CORD. A cord which withstands water, specially made for printers, and used to tie up pages of type.

PAGE HEADLINE. The chapter heading, perhaps abbreviated, or a line indicating the contents of a particular page, which appears at the head of a right-hand page. *See also* HEAD-LINE, RUNNING TITLE.

PAGE-PROOF. *See* PROOFS.

PAGE-REFERENCE. In bibliographies, the number of the page on which the article, etc., indexed is to be found in a particular volume or volumes.

PAGINATION. 1. That part of a catalogue entry or bibliographical description specifying the number of pages in a book. 2. The numbers by which consecutive pages of a book are indicated. Pagination is rare until 1500 and not really common until 1550.

PALÆOGRAPHY. The study and description of ancient and mediæval manuscripts, documents, and systems of writing, including the knowledge of the various characters used at different periods by the scribes of different nations and languages, their usual abbreviations, etc.

PALIMPSEST. Manuscript in which a second writing has

been superimposed upon the original text, which has been wholly or partially obliterated.

PAMPHLET. A publication of not more than 100 pages fastened together but not bound.

PAMPHLET BOX. A box, usually of cardboard covered with cloth or of steel, for holding pamphlets and other unbound material.

PAMPHLET VOLUME. A volume consisting of a number of pamphlets bound together with or without a title page or table of contents.

PANEL. A compartment of the external cover of a book enclosed in a border or frame; also the space between two bands on the back of a book.

PANEL BACK. In hand binding: a volume finished with panelled borders between the raised bands on the shelf-back.

PANEL STAMP. A large stamp used for impressing on the sides of book-covers. Some of the stamps used for the early leather bindings were of quarto and folio size, but often book-covers of these sizes were impressed 2, 3, 4, or more times with small panel stamps.

PANORAMIC CATALOGUE. The endless chain principle adapted for displaying catalogue entries.

PANTONE. A method of printing from a flat (planographic) plate with letterpress equipment, having the advantage over letterpress half-tone in that it can print from a screen up to 400 lines on antique paper and other rough surfaces.

PAPER BOARDS. *See* BOARDS.

PAPER COVERED. A pamphlet or small book which is not bound in boards, but covered with a stiff paper which is usually pasted on to the book.

PAPER FINISHES. *Antique*: a rough uneven surface. *Eggshell*: slightly finished surface, having the appearance of the shell of an egg. *Machine*: smoother than antique, with a slight gloss, but not suitable for half-tone

illustrations, excepting those of coarse-screen finish. *Super-calendered*: smooth finish without lustre. Will print illustrative cuts up to 100-screen. *American*: a finish with medium gloss and suitable for half-tone illustrations up to 100-screen. *Enamel* or *coated*: has a very high gloss, being coated in the making with china-clay, satin white, and casein which fills in the pores. Takes illustrations of the finest screen. *Dull-coated*: has the coating as on a coated paper, but is calendered for smoothness only, not for gloss. Thus it has a perfect surface of mellow softness for the finest cuts.

PAPER SIZES. The standard sizes for printing papers are :

Large Foolscap	13½ × 17 in.
Crown	15 × 20 in.
Demy	17½ × 22½ in.
Medium	18 × 23 in.
Royal	20 × 25 in.
Large Royal	20 × 27 in.
Imperial	22 × 30 in.

These are made in sheets double the size and known as "double" and four times the size and known as "quad." A sheet of "quad" would give four times the number of sections as an ordinary size sheet. Papers for other purposes differ in size. See BOOK SIZES, OCTAVO.

PAPYROLOGY. The study of ancient documents and literary manuscripts on papyrus.

PAPYRUS. A giant water-reed from the stem of which the Egyptians made a writing material. The material itself.

PARAGRAPH MARK. The sign ¶ used to indicate the commencement of a new paragraph.

PARALLEL CLASSIFICATION. Material classified by the same scheme is said to be placed in parallel classification when it is again divided by size, character, etc. E.g. there may be four perfectly classified sequences for

- octavos, folios, pamphlets, and illustrations; thus giving four parallel classifications.
- PARAPH. A mark or flourish after a signature, made often as a protection against forgery, and especially used by notaries.
- PARCHMENT. Sheepskin or goatskin dressed with alum and polished. It is not so strong as vellum (calfskin) which it resembles, and from which it can be distinguished by its grain. The term is now sometimes applied to fibrous imitations.
- PARENTHESES. Curved lines () used to include words inserted parenthetically. Also called Round Brackets. *See also* SQUARE BRACKETS.
- PARENTHESIS. A short explanatory clause inserted in a sentence, usually between parentheses.
- PARTIAL BIBLIOGRAPHY. One in which a mechanical limit has been put on the material included; e.g. periodicals only, books or articles of a certain period or in a certain country or library. *See also* SELECTED BIBLIOGRAPHY.
- PARTIAL CONTENTS NOTE. A note which gives only the more important items in the contents.
- PARTIAL TITLE. One which consists of only a part of the title as given on the title-page.
- PASTE BOARD. The material, made by pasting sheets of brown paper together, which is used for the covers of books.
- PASTE-DOWNS. The end papers which are pasted down to the covers.
- PASTING DOWN. The action of attaching a sewn book to its case or cover.
- PATENT ROLL. Parchment roll upon which royal letters patent were enrolled at the Chancery.
- PAY COLLECTION. *See* DUPLICATE PAY COLLECTION.
- PAYNE STYLE. The style of book decoration practised by Roger Payne in England in the 18th century. It

consisted of the repetition of small floral forms in borders or radiating corners, the background being formed with dots and circles.

PEBBLING. *See* STIPPLING.

PEN-NAME. *Synonymous with* PSEUDONYM (*q.v.*).

PERFECTING. Printing the second side of a sheet. A perfecting press is one that prints both sides of a sheet in one operation.

PERIODICAL. Strictly, to be distinguished from a SERIAL (*q.v.*) in that while it appears at intervals, not necessarily stated ones, the publication extends for an indefinite time. To be distinguished in cataloguing from the Memoirs, Proceedings, Transactions, etc., of a Society.

PERIODICAL BIBLIOGRAPHY. One which is revised and extended by the cumulative method.

PERIODICAL CASE. *Synonymous with* MAGAZINE CASE (*q.v.*).

PERSONAL CATALOGUE. A catalogue that enters under an individual's name both those books by him and those about him. Similar to many Name Catalogues.

PERSONAL SUBJECT. The name of an author who is well known in connection with one particular branch of knowledge, and which is used as a subject heading in selective cataloguing.

PHILOSOPHICAL CLASSIFICATION. *See* KNOWLEDGE CLASSIFICATION.

PHOTO-ENGRAVING. Any photo-mechanical process for reproducing pictures or the like in which the printing surface is in relief, as distinguished from photo-lithography and photo-gravure. It includes the half-tone process, zinc etching and other processes for making line cuts, the swelled-gelatine process, etc.

PHOTO-GELATINE PROCESS. Any of the gelatine processes of photo-mechanical printing, as Collotype, Lichtdruck, Phototype, Albertype, Artotype, Heliotype, etc.

PHOTOGRAVURE. Any of the various processes for producing prints from a flat intaglio plate prepared by photographic methods; also a print so produced.

PHOTO-LITHOGRAPHY. The process of producing a lithographic picture or copy from a design produced photographically.

PHOTOSTAT. A machine used largely in big libraries for reproducing photographically pages of printed or written matter, either the same size, or larger or smaller than the original. *See also* CAMERAGRAPH.

PHOTOTYPE. A form of collotype, being a plate with a printing surface, usually in relief, obtained from a photograph.

PHOTO-TYPOGRAPHY. Any photo-mechanical process in which the printing surface is produced in relief so that it can be used with type.

PHOTO-ZINCOGRAPHY. A method of reproducing pictures, drawings, etc., by using a zinc plate on which the design has been produced by photographic means.

PHRASE PSEUDONYM. A pseudonym consisting of a phrase, as "A Gentleman with a Duster."

PICA. 1. One sixth of an inch, and the printer's unit of measure for length of lines, thickness of leads, rules, etc. *See also* EM.

2. Pica type, the largest size ordinarily used for books. 12 pt., six lines to the inch, as this.

PICTURE BOOK. A children's book consisting mostly of pictures.

PIGSKIN. A strong leather with lasting qualities which is used for covering large books.

PIPE ROLL. A parchment roll upon which a record of the audit at the exchequer was kept.

PIRACY. The publication in a foreign country of a literary work without the permission of, or payment to, the author.

PIRATED EDITION. *See* UNAUTHORIZED EDITION.

- PLACARD CATALOGUE. A list of books displayed on a large sheet, or sheets, and hung up for consultation.
- PLAGIARISM. To copy the writings of another person and publish as original work.
- PLAN. The representation of anything drawn on a plane, as a map or chart: the representation of a building or other structure in horizontal section.
- PLANOGRAPHIC PROCESS. A generic term for all printing which depends on chemical action and in which the printing surface is a plane, merely transferring its image, as in lithography, collotype and offset.
- PLATE. 1. An engraving taken from a metal plate on distinctive paper with one side of the leaf blank. Plates may be bound in the book or they may be loose in a portfolio. They are not generally included in the pagination. 2. A flat block of wood or metal on the surface of which there is a design or reproduction of a type forme, to be used for printing, engraving, embossing, etc. 3. To make an electrotpe or stereotype of, as from a forme of type.
- PLATE PAPER. A superfine soft rag paper of good substance, made for steel-plate or photogravure printing. Of recent years cheaper esparto qualities have been introduced.
- PLATEN. The flat part of a printing press which presses the paper on to the forme. *See* PLATEN PRESS.
- PLATEN PRESS. A press in which both paper and forme are flat.
- PLATING. The process of pasting labels in library books.
- PLEA ROLL. A parchment roll on which a record of cases heard in the King's Courts was entered.
- PLOUGH. The tool used for cutting the edges of a book, the book being secured in the lying press.
- POINT. The unit of measure for printer's type: approximately $\frac{1}{2}$ of an inch. Thus 12 point type is $\frac{1}{2}$ or $\frac{1}{8}$ of an inch in the body.

POINTILLE. A binding decoration done with tools with a dotted surface.

POINTS. Small holes made in the sheets during the printing process which serve as guides in registering when the sheets are folded by machinery.

POLAIRE. The leather case or satchel in which the ancient monks placed their books.

POLONYM. A work by several authors.

POLYGLOT. A book giving versions of the same text in several languages, generally arranged in parallel columns. A famous Polyglot Bible was printed between 1569 and 1573 by Christopher Plantin, by authority of Philip II of Spain. It was in eight folio volumes, the text being in Hebrew, Greek, Latin, Chaldaic, and Syriac.

POLYGRAPHIC. Written by several authors.

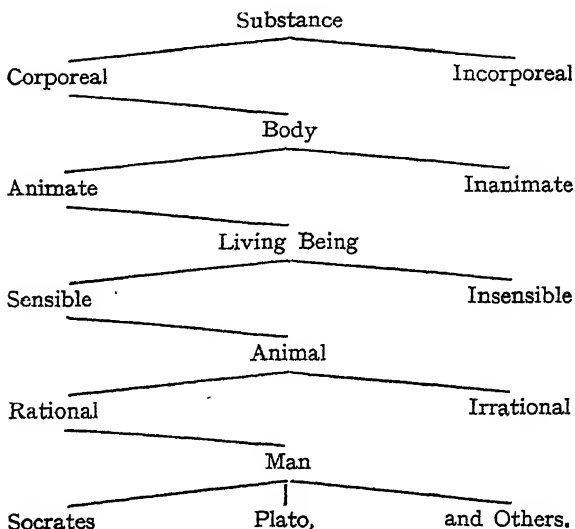
POLYNOMIAL. A work by several authors.

POLYTOPICAL. Treating of several subjects.

POLYTYCH. *See* CODEX.

PORNOGRAPHY. Writings of an obscene or licentious character. From the Greek words meaning "writing about harlots," originally applied only to treatises on prostitutes and prostitution. Many catalogues of old and rare books include such items under the terms *Erotica*.

PORPHYRY, TREE OF. A device associated with the name of Porphyry, for abstracting the qualities of terms. It is, in a rough sense, a subdividing of the term Substance, by adding differences at different steps; thus Substance, by the addition of the difference Corporeality, divides into Corporeal and Incorporeal Substance; then (neglecting the Incorporeal), to corporeal is added the difference Body which results in Animate and Inanimate. This process is continued as the following Tree shows, until division reaches finality and a specific term (Plato) is reached.



This method of division is known as bifurcate (or division in pairs). The Tree is used to illustrate the FIVE PREDICABLES.

PORTRAIT. A representation of a person, made from life, especially a picture or representation of the face.

POSTHUMOUS. First published after the death of the author.

POWDER or **SEMÉE.** Decoration by means of small figures (sprays, flowers, leaves, etc.) frequently repeated at regular intervals over the greater part of a binding, producing a powdered effect.

PREDICABLES, FIVE. A series of logical terms and notions, first explained by Porphyry in his treatise on Aristotles' *Topics*, and forming the basis of the science of classification. They are: 1. **GENUS**—a main class, or group of things, which may be divided into sub-groups called 2. **SPECIES**, the groups into which the genus is

divided. 3. DIFFERENCE—a characteristic which enables a genus to be divided, e.g. add to the genus “books” the difference “method of production” and the species “MS books” and “printed books” result. 4. PROPERTY—some quality of a thing or group of things which, although common, is not exclusive to them, e.g. “jealousy” is common to “human beings” and “animals.” 5. ACCIDENTS—a quality which is incidental to a class, which may or may not belong to it, and which has no effect on the other qualities of the class.

PREFACE. The author's reasons for writing, and his afterthoughts. It indicates the scope, history, and purpose of the book and the class of readers for whom it is intended, and expresses thanks to helpers. It is usually written by the author, follows the DEDICATION (*q.v.*), and precedes the INTRODUCTION (*q.v.*).

PREFACE DATE. The date given at the beginning or end of the preface.

PRELIMINARIES. Those parts of the book which precede the first page of the text. They are usually printed last on a separate sheet or sheets, and paged separately, usually in Roman figures. Sometimes abbreviated to “prelims.” When they are printed on leaves conjugate with leaves bearing part of the text, it is often an indication of an issue later than the first. *See also* SUBSIDIARIES.

PRELIMINARY LEAVES. The leaves on which the preliminaries are printed.

PRELIMS. Abbreviation for PRELIMINARIES (*q.v.*).

PRE-PRINT. A portion of a work printed and issued before the publication of the complete work.

PRESCRIBED BOOKS. Those which are prescribed for a course of reading.

PRESS. A double-sided book case of not less than four tiers (i.e. two each side) which is not placed against

and parallel with a wall. In America a single-sided book case with more than two sets of perpendicular shelves.

PRESS AGENT. One who arranges for editorial publicity in the press for individuals, institutions, etc.

PRESS MARK. The symbol given to a book to indicate its location. This is not so precise as the **CALL NUMBER** (*q.v.*) for it is used in old libraries to indicate the *press* in which the book is shelved, not the book's specific place.

PRESS NUMBER. A small figure which in books between 1680 and 1823 often appears at the foot of a page, sometimes twice in a gathering (once on a page of the outer forme and once on a page of the inner), the page on which it appears being apparently a matter of indifference, though there is some tendency to avoid a page bearing an ordinary signature. The press number is believed to have been used to indicate on which press the sheet was printed.

PRESS PHOTOGRAPHER. One who takes and supplies photographs for publication in the press.

PRESS PROOFS. The final proof passed by the author or publisher for printing.

PRESSES. 1. In bookbinding, there are several kinds, namely, lying, cutting, standing, blocking and finishing.
2. In printing, the printing machines.

PRIMARY BIBLIOGRAPHY. An original, "extensive" or general bibliography dealing with books unrelated in subject matter.

PRINCIPLES OF CLASSIFICATION. The rules formulated by logicians and classifiers by which a scheme of classification is made.

PRINTED CATALOGUE. A catalogue, printed and issued in book form.

PRINTER. He who prints a book, as distinguished from

the publisher or bookseller. Of considerable importance in old books.

PRINTER'S DEVICE. *Synonymous with* PRINTER'S MARK.

PRINTER'S IMPRINT. *See* IMPRINT.

PRINTER'S MARK. A device used by some printers to identify their work. It is usually used as part of the printer's IMPRINT (*q.v.*).

PRIVATE MARK. Some indication of ownership, usually the name of the library impressed with a rubber stamp, which is always placed in a particular part of a library book.

PRIVATE PRESS. Printing establishments which undertake only the work of the owner, or of publishing clubs who may be supporting them financially, or only those books (usually not first editions) which the proprietor fancies. They are usually small establishments using hand presses or small letterpress machines, and producing well-printed books in limited editions on hand-made paper. Of such are the Kelmscott, Essex House, Doves, Vale, Gregynog, Ashendene, Guala, Eragny, and Pear Tree.

PRIVATELY PRINTED. This term is given to books printed for the author or a private individual, usually for distribution gratis. It is also applied to books printed on a PRIVATE PRESS (*q.v.*). When printed on a public press it is often described as being printed at the author's expense, or by private subscription.

PRIVILEGE ISSUE. Books issued at the close of a lecture to persons who do not present a borrower's ticket.

PROCESS BLOCKS. Metal printing surfaces produced with the aid of photography and a chemical process.

PROCESS EMBOSSEING. *Synonymous with* EMBOSSEING (*q.v.*).

PROCESS SLIP (ROUTINE SLIP, COPY SLIP, GUIDE SLIP). A slip or card, usually the same size as a

catalogue card, bearing author's name, title, imprint, collation, tracings, and allocations. It accompanies the book in the catalogue department and is generally used as the copy for the typist or printer.

PROCESS STAMP. A rubber stamp impression on the back of the title-page of a book to give the library history of the book and to show which assistants were responsible for the various stages of its processing.

PROFESSIONAL ASSISTANT. In American libraries a member of the professional staff performing work of a nature requiring training and skill in the theoretical or scientific parts of library work as distinct from its merely mechanical parts.

PROGRAM DISSERTATIONS. Dissertations accompanying the "programs" (i.e. announcements of memorial exercises, lectures, etc.) published by universities and schools, especially those of Germany, Austria, Switzerland and the Scandinavian countries.

PROGRESSIVE PROOFS. Proofs showing the sequences and effect at each stage of a colour-printing process as each colour is added. *See also* FLAT PROOF.

PROOF. In bookbinding: the rough edges of certain leaves left uncut by the plough are "proof" that the book is not cut down. *See also* PROOFS.

PROOF-READER. A person who reads printer's proof for correction to discover errors in type, punctuation, statement and so forth.

PROOFS. The impressions from type. They are made on long sheets of normal page width (GALLEY OR SLIP PROOF) for the author's inspection and correction. When the printer has made the corrections, the type is divided up into pages, the page numbers being inserted, and a further proof is submitted to the author. This second proof is called the PAGE-PROOF. A MARKED PROOF is one marked by the printer's reader, and a REVISE or

REVISED PROOF is one on which corrections on the PAGE PROOF have been made.

PROPERTY. *See* PREDICABLES, FIVE.

PROSPECTUS. A leaflet describing a book.

PSEUDANDRY. A woman author writing under a masculine pseudonym.

PSEUDOJYN. A man writing under a feminine pseudonym.

PSEUDONYM. A name used by an author, which is not his real name. Also called a "pen-name" or "nom de plume."

PUBLIC DOCUMENTS. The regular official publications of a government, containing reports, statistics, etc.

PUBLIC LIBRARIES ACTS. The "adoptive" acts (i.e. ones which apply only where they have been adopted by the local authority) which govern the provision and management of libraries are: the Public Libraries Act, 1892, the Public Libraries (Amendment) Act, 1893; the Public Libraries Act, 1901; and the Public Libraries Act, 1919.

PUBLIC LIBRARY. One that is not restricted to the use of any class of persons in the community; open to all.

PUBLISHER. One who places a book on the market, as distinguished from he who prints it. Publisher and printer may be the same person, but in modern books usually is not.

PUBLISHER'S BINDING. The binding in which a publisher issues a book.

PUBLISHER'S DUMMY. A dummy book made up of the right number of sections of plain paper, and sometimes cased, to indicate the size of a proposed book.

PUBLISHER'S IMPRINT. *See* IMPRINT.

PUBLISHER'S READER. One whose calling is the reading, judging and criticizing of manuscripts offered for publication.

PULL. A trial print.

- PULLED. In bookbinding: when a book is cut from its cover and all the sheets are separated.
- PURE BIBLIOGRAPHY. The type of bibliography which treats of the value of the contents of books, including textual criticism. *Maire*.
- PURE NOTATION. *See* NOTATION.
- QUAD (QUADRAT in full). *See* EM QUADRATS, PAPER SIZES.
- QUARTER BOUND. *Synonymous with* QUARTER LEATHER (*q.v.*).
- QUARTER LEATHER. A term used to describe a book with a leather spine and cloth sides.
- QUARTERLY. A periodical published once every quarter.
- QUARTERNIONS. Paper folded in sections of four sheets.
- QUARTO (4to). A sheet of paper folded twice to form a section of four leaves.
- QUICK-REFERENCE BOOKS. Books which are essentially of a reference character, such as directories, dictionaries, and gazetteers.
- QUINTERNIONS. Paper folded in sections of five sheets.
- QUIRE. 26 Sheets of paper or copies of a newspaper or periodical. Books in sheets, unbound, are said to be in quires. *See also* SECTION.
- QUOINS. Wedges used to lock the matter in the CHASE (*q.v.*).
- QUOTES. The inverted commas “ ” placed at the beginning and end of quotations.
- RADIATING STACKS. Island stacks arranged like a fan, the point being towards the staff enclosure, thus enabling all readers on both sides of every stack to be visible from the enclosure.
- RAISED BANDS. In hand binding: If the cords, on which the signatures are sewed, are not imbedded in the back of the sheets, and consequently show as ridges, they are called raised bands.

RAMEAN TREE. *Synonymous with* PORPHYRY, TREE OF (q.v.).

RAMIE. One of the finest materials for paper making. It is used normally only for textiles and bank-notes.

A certain amount of textile waste is used for this paper.

RANGE. An American term equivalent to the English PRESS (q.v.).

RATE, LIBRARY. The amount of money per pound sterling of the rateable value of a district required to finance a library.

READER. 1. A man employed by a printer to look through proofs and make sure that corrections have been properly made. 2. A person who makes use of a library; a member of a lending library frequently is called a Borrower. *See also* PUBLISHER'S READER.

READERS' ADVISER. An experienced, cultured, and tactful member of the staff who is detailed for advising readers on their choice of books, interesting casual readers in more systematic reading, recording results of interviews, maintaining a close touch with local educational agencies and generally fostering the use of books.

READING CASE. *Synonymous with* MAGAZINE CASE (q.v.).

READING CIRCLE. A group of people who meet regularly in the library to read or study books.

READING LIST. A list of recommended books in some special order and on a particular subject, often with guidance as to their purpose and features.

READING ROOM. A room set aside for the reading of periodicals or books.

READING SHELVES. Examining books to see that they are in correct order on the shelves.

REAM. Twenty quires. A printer's ream consists of 516 sheets; handmade and drawing papers number 472, 480 or 500 sheets.

RE-CASING. The re-insertion of a book into its original cover, with or without re-sewing.

RECOMMENDER. A ratepayer who recommends an applicant for membership of a lending library as being a fit and proper person to borrow books.

RECOMMENDING COMMITTEE. A (library) committee which recommends its proposals to the local council for approval.

RECORD. A document preserving an account of fact in permanent form.

RECTO. The right-hand page of an open book or manuscript.

RED UNDER GOLD EDGES. The three edges of a book cut, coloured red, and then gilt.

RED-PRINTING. Printing in a second colour (usually red) for headings, capitals, etc. This is usually performed on a separate machine after the text has been printed.

REFERENCE. 1. A direction from one heading to another. 2. A partial registry of a book, omitting the imprint and collation, under author, subject or title, referring to the main entry. References may be *general*, as from one form of name to another, e.g. Twain to Clemens, or *specific*, concerning some particular book, e.g. from a joint author.

REFERENCE ASSISTANT. An assistant librarian, working in a reference library.

REFERENCE BOOKS. 1. Books such as dictionaries, encyclopædias, gazetteers, year books, directories, concordances, indexes, bibliographies, and atlases, which are compiled to supply definite pieces of information of varying extent and intended to be referred to rather than read through. 2. Books which are kept for reference only and are not allowed to be used outside the building.

REFERENCE DEPARTMENT, REFERENCE LIBRARY. The department of a library containing books which may not be taken away but are for consultation in the library only.

REFERENCE MARKS. Printers' marks used to indicate references to other books or passages or to footnotes on the page. Where more than one reference is given on a page the order of the marks is as follows : * † ‡ § || ¶. Letters and figures are more often used for the same purpose.

REFERENCE WORK. That branch of the library's administration which includes the assistance given to readers in their search for information on various subjects.

REGIONAL BRANCH. Where there are a number of libraries in a system (county or municipal) a few which are larger or more central often act as reservoir and headquarters libraries for a particular area, the librarian having a certain oversight of the other libraries in the area, supplying books on request, answering reference enquiries which cannot be answered at the smaller libraries, and, in short, acting as intermediary between the small branches and the central library.

REGIONAL BUREAU. An office, frequently in a large library, which acts as a clearing-house for requests for particular books which are not in stock where asked for, and passes on the requests to other libraries in the region. If the books cannot be provided from within the area, the bureau forwards the requests to the **NATIONAL CENTRAL LIBRARY** (*q.v.*). The bureau usually compiles and maintains a catalogue of all the non-fiction books possessed by the libraries in the region and forwards copies of the entries to the National Central Library where they are incorporated in the union catalogue of the whole country.

REGIONAL CLASSIFICATION. Classification by place rather than by subject.

REGISTER. 1. The ribbon attached to a volume to serve as a book-marker. 2. A list of signatures attached to the end of early printed books for the use of the binder.

3. In printing, a term used when the printing on the recto is exactly printed on the back of the verso.

4. To adjust colour blocks in the printing so that the colours are super-imposed with absolute accuracy. Register is of tremendous importance in three-colour process work. Any colour work, whether blocks or letterpress, in which the colours are not correctly printed relative to each other is said to be "out of register."

REGISTRATION. The process of filing readers' application forms and making out membership tickets. This may be done at one library in a system (centralized registration) or at each library.

REGLETS. Strips of wood, about the height of leads, used for whiting out jobs, thus saving leads, lightening the forme and making it easier to handle. They are chiefly used in poster work.

REINFORCED BINDING. Publisher's binding strengthened by a library book-binder.

RELATIVE CLASSIFICATION. Classification which shows, as most modern schemes purport to do, the relationships between subjects.

RELATIVE INDEX. One which shows aspects and relations of subjects in the scheme of classification. Such an index is used with the Dewey Decimal Classification. The indexes to the classifications of Cutter, Dewey and the Library of Congress, and to the *Encyclopædia Britannica* are relative. *See also* SPECIFIC INDEX.

RELATIVE LOCATION, MOVABLE LOCATION. An arrangement of books according to their relations to each other and regardless of the shelves or rooms in which they are then placed. The opposite of FIXED LOCATION (*q.v.*).

RELIEF PRINTING. Printing from characters or designs that are raised above their surrounding surface, such as type, plates, etc., as distinguished from INTAGLIO

- PRINTING (*q.v.*). It includes woodcuts, wood engravings, zinc etchings and half-tones.
- REMAINDERS. When books have ceased to sell well, the publisher's stock remaining is sold off by auction or at a price, to a bookseller. Such books are then known as Remainders.
- REMOVAL SLIP. A card inserted in a catalogue to indicate that an entry has been removed for alteration. It bears sufficient information for the book to be identified, and indicates the whereabouts of the permanent card.
- RENEWAL. The extension of the time allowed for reading a book.
- RENTAL BOOKS. Those which are in the stock of a
DUPLICATE PAY COLLECTION (*q.v.*).
- REPERTORY. A catalogue of books in more than one library.
- REPLACEMENTS. Books bought to take the place of worn out copies of the same title.
- REPORTER. A journalist who collects news and reports at meetings, lectures, etc., for a newspaper.
- REPORTING COMMITTEE. A (library) committee which reports its actions (within the limit of the powers relegated to it—*see* DELEGATION OF POWERS) to the local council.
- REPRINT. 1. A re-printing of a book, taken from the same type or stereotype as the original, with which it is identical except for possibly a new title-page and a note on the verso of the title-page of the number and date of reprinting. *See also* EDITION, FACSIMILE REPRINT, FIRST EDITION, IMPRESSION, ISSUE, NEW EDITION, REVISED EDITION, SEPARATE. 2. Printed matter used as "copy" as distinct from manuscript "copy." 3. A contribution to a serial, afterwards issued separately, though not necessarily from the same type as the original. Sometimes called a "separate."

- REPRINTED ARTICLE. One which has been reprinted, but with its own pagination. *See also* SEPARATES.
- RE-REGISTRATION. The re-registering (automatic or otherwise) of persons whose library tickets have expired.
- RESEARCH CARREL. *Synonymous with* CARREL (*q.v.*).
- RESEARCH STALL. *Synonymous with* CARREL (*q.v.*).
- RESEARCH TICKETS. *Synonymous with* SUPPLEMENTARY TICKETS (*q.v.*).
- RESERVING BOOKS. The system by which particular books are reserved for readers. Details vary in every library, but usually new novels published within a specified period are not available, and the charge which is usually made, varies from $\frac{1}{2}$ d. to 2d. In some libraries non-fiction books are reserved free.
- RESTORATION STYLE. *Synonymous with* MEARNE STYLE (*q.v.*).
- REVERSE COVER. The lower cover of a book.
- REVIEW COPIES. Copies of a book sent out to newspapers and magazines for review.
- REVISE. *See* PROOFS.
- REVISED EDITION. A new edition of a book in which errors have been corrected, and possibly new material added. *See also* EDITION, FIRST EDITION, ISSUE, NEW EDITION, REPRINT.
- ROAN. A thin sheepskin.
- ROMAN. *See* ANTIQUA.
- ROMAN NUMERALS. Capital letters used to indicate numbers. Dates of publication were frequently expressed on the title page in this way. The Roman numerals are :
- | | | | | | | |
|---|---|----|----|-----|-----|------|
| I | 5 | 10 | 50 | 100 | 500 | 1000 |
| I | V | X | L | C | D | M |
- A bar or dash placed over a letter increases its value a thousand times.
- ROTARY PRESS (WEB PRESS). A style of press that prints from curved plates held on a cylinder, the paper

being fed from a continuous roll. Used for all newspapers, periodicals of large editions and occasionally for books of large run.

ROTOGRAVURE. An intaglio printing process for rotary presses, in which the impression is obtained from an etching made on a copper cylinder revolving in ink.

ROUGH PULL. *Synonymous with* FLAT PULL (*q.v.*).

ROUND BRACKETS. *Synonymous with* PARENTHESES (*q.v.*).

ROUND LETTER. *See* ANTIQUA.

ROUNDED CORNERS. In library bookbinding the sharp corners of the boards are sometimes cut and slightly rounded as a preventative against wear.

ROUNDLET. A small circle in gold.

ROXBURGHE BINDING. Plain leather back, without raised bands, lettered in gold near the top within a border, cloth or paper sides and leaves gilt at top, otherwise untrimmed. So named after the third Duke of Roxburghe (Scotland), a famous book collector who adopted this style for his library.

ROYALTIES. Payments made to an author on a percentage basis for the sales of his books.

RUB (RUBBING). A copy of the back or sides of a book showing the lettering, bands, etc. The paper or tracing linen is firmly held on the back, and a cobbler's heel-ball or lead pencil rubbed over it until a recognizable copy of all details of the back or sides of the volume is obtained.

RUBBER BACK BINDING. A binding in which the folds are cut off and the spine dipped in rubber solution.

RUBRIC. The heading of a chapter, section or other division of a book, and catch words or marginal index words printed or written in red, or otherwise distinguished in lettering, as a guide to the contents of pages. A particular passage so marked.

RUBRICATED. The action or result of using RUBRICS (*q.v.*).

RULE. *See* BRASS RULE.

RUN ON. A term to indicate that printed matter must be continuous and not broken up into paragraphs.

RUN OVER. The continuation of matter on to another page.

RUNES. The earliest Scandinavian and Anglo-Saxon alphabet. Some letter forms continued in use in English documents until the 17th century and even later. A notable example is the "y" form *th*, which has given rise to the pseudo-archaic form "ye" for "the."

RUNNERS. Figures or letters placed at regular intervals down the margins of a book to assist reference to a given line.

RUNNING HEAD. *Synonymous with* RUNNING TITLE (*q.v.*).

RUNNING TITLE. The title that runs through a book or section of a book, repeated at the head of each page. Also called a Running Head. *See also* HEAD-LINE, PAGE HEAD-LINE, DROP-DOWN TITLE.

RUN-UP. When the back has a fillet run from head to tail without being mitred at each band it is said to be "run-up."

SADDLE STITCHING. Binding a pamphlet which consists of one section only by placing it on the saddle of a stitching machine where it is automatically stitched with wire or thread through the centre of the fold.

SARUM USE. In the 15th century, certain Parisian presses specialized in books of Hours of the Virgin (the layman's prayer book) which were similar in format but differed slightly according to the locality in which they were to be used. To prevent the printer and binder mixing the various editions, abbreviations such as "Sar" for "secundum usum Sarum" or "Par" for "secundum usum ecclesie Parisiensis" were placed after the signature letter. The version used mostly in England,

particularly in the southern part, and in Scotland was that of Salisbury or "Sarum," the York use being confined to the north. Sarum books were largely produced in Paris and Rouen.

SAWING-IN. Sawing grooves in the back of a book for the reception of the cord in sewing.

SCENARIO. The outline of a film plot.

SCHEDULE. A statement of the subdivisions of a classification as set out on paper.

SCHEME OF CLASSIFICATION. The schedules, index, and apparatus of a classification ; in short, the complete classification.

SCHOOL LIBRARY. A library provided in a school by the libraries committee, sometimes with the co-operation of the education committee, or by the school authority.

SCOTTISH STYLE. An 18th century style of book decoration resembling the HARLEIAN (*q.v.*), but which has for a centre-piece a straight stem from which short sprays branch at regular intervals on either side, or else consists mainly of a large wheel pattern.

SCREEN. The number of dots to the square inch of a process block.

SCRIPTORIUM. The room in religious houses which was set aside for the copying of manuscripts.

SCROLL. A roll of paper or parchment, usually containing writing. This was an early form of manuscript, called by the Romans *volumen* or *roll* from which the word *volume* is derived.

SCULPT. Abbreviation for sculptor, sculptural, sculpture.

SECOND INDENTATION. 1. The twelfth typewriter space from the left edge of a card. 2. The second or inner vertical line on a catalogue card ruled for handwriting.

SECONDARY BIBLIOGRAPHY. An "intensive" or special bibliography dealing with books relating to one subject for the compilation of which primary bibliographies have been used.

SECONDARY ENTRY. *Synonymous with* ADDED ENTRY (*q.v.*).

SECONDARY FULNESS. The detail with which, in very full cataloguing, an author's name is given in all secondary entries, e.g. the Christian name is given in full if there is only one, but initials if there are more than one. Also called Subject Fulness.

SECTION. 1. The unit of paper which is printed, folded and sewn, and which, with other similar sections goes to make up a printed book. It usually consists of one sheet of paper but may be one and a half or two sheets, or even one sheet and an extra leaf pasted in. Other names for it are Signature, Gathering and Quire. Each section of a book bears a different SIGNATURE (*q.v.*). *See also* FOLDINGS. 2. All the shelves arranged vertically between two uprights.

SECTION MARK. The sign used before a numeral thus : § 6, to refer to a section. Also used in quantity for borders.

SECTIONALIZED INDEX. An index to a periodical divided into sections such as (*a*) long articles of importance, (*b*) short paragraphs and brief news items, (*c*) literature abstracts, and similar well-defined groups.

SECTIONS. *See* SECTION. For use in classification, *see* MAIN CLASSES.

See. A reference from a heading under which no entries are placed, to the one that contains them.

See also. A reference often found in dictionary catalogues—and sometimes in classified ones—from one entry with entries under it, to a related one.

SELECT LIST. A reading list which includes a selection only of the books in the library on the subject of the list.

SELECTASINE. A process in silk screen printing; the term implies that one screen only is used for all the colours of a design.

SELECTED BIBLIOGRAPHY. One which gives only a

selection of the literature of a subject, the selection having been made with a view to excluding worthless material or to meeting the needs of a special class of people. *See also* PARTIAL BIBLIOGRAPHY.

SELECTIVE CATALOGUING. The omission of certain types of entry, of some items of collations, or of entries for little-used books, in order to reduce the bulk and cost of a catalogue without impairing its efficiency.

SELECTIVE CLASSIFICATION. The arrangement of large groups of little used books either alphabetically or chronologically rather than by specific subject in order to save expensive cataloguing and classifying.

SEMÉE, SEMIS. *Synonymous with* POWDER (*q.v.*).

SENIOR ASSISTANT. An assistant librarian who has the supervision of the work of Junior Assistants but does not have the responsibility for a department.

SEPARATES. Copies of an article published in a periodical, specially reprinted for the author's use, but retaining the numbering of the volume from which it was taken. It may or may not have a title-page. Sometimes called a Reprint. *See also* REPRINTED ARTICLE.

SERIAL. 1. Any publication in parts, appearing at intervals, usually regular ones. The term includes periodicals, annuals, and proceedings or memoirs of societies.
2. A long story published in instalments.

SERIAL NUMBER. The number indicating the order of publication in a series.

SERIES. 1. Volumes usually related to each other in subject matter, issued successively, and generally by the same publisher, in a uniform style, and usually bearing a collective "series title." 2. Succeeding volumes of essays, etc., issued at intervals or in sequence. 3. Successive volumes of a serial publication numbered separately to distinguish them from other sequences of the same serial. 4. A number of articles or stories

of a similar nature or by the same author published in succession.

SERIES ENTRY. An added entry under the name of the series for such volumes as the library may possess.

SERIES NOTE. A note following the collation, indicating the name of the series, if any, to which a book belongs.

SERIES TITLE. The title of a series to which a book belongs. It may appear on the half-title page, title-page, or a page preceding or following the title-page.

SERIF. A fine horizontal finishing stroke or grace at the top or bottom of a letter.

SET FLUSH. Absence of indention required. The instruction "set flush on left" means that the matter is to be set evenly on the left, irrespective of MEASURE (*q.v.*).

SET HAND. Writing which conforms to definite rules, such as set abbreviations. Not generally applied to hands later than the seventeenth century.

SET OFF. Any kind of paper placed between a sheet after printing to prevent the ink from one sheet soiling another
See also OFFSET.

SEVENTY-TWOMO (72mo). A sheet of paper folded into 72 leaves, making 144 pages.

SEWED. In cataloguing: a pamphlet stitched without covers.

SEWING. When the sheets of a book are gathered and collated, they are sewed together with thread by machinery. In job binding they are usually sewed by hand. As the art of sewing the sheets and of attaching the covers to them was never reduced to a skilful practice until well on in the 16th century, books could not be stood on end as they are now, but were laid flat on shelves or lecterns.

SEWN. A book is said to be sewn when the sections are fastened together with linen threads passing round tapes or cords.

SEXTO (6to). A sheet of paper folded to form a section of six leaves (a half sheet of twelves).

SEXTO-DECIMO (16mo). A sheet of paper folded to form a section of 16 leaves (32 pp.). Now called foolscap 8vo. Also called Sixteenmo.

SHEAF CATALOGUE. A catalogue made on slips of paper, as distinct from one made on cards, and loose-bound by some mechanical device, into a sheaf, or volume.

SHEET. A large piece of paper as manufactured. Also used of the sheet after it has been printed and folded; but to avoid confusion this is best called a section. Sheets of paper bearing the same size name can be had in double ("double") or quadruple ("quad") size. *See* OCTAVO, PAPER SIZES.

SHEETS ("IN SHEETS"). The printed pages of a book, either flat or folded, but unbound.

SHELF DUMMIES. Pieces of wood or cardboard placed on shelves to indicate individual books placed out of sequence.

SHELF GUIDES. Guides placed on the edges of the shelves to indicate their contents.

SHELF LIST. A list of the books in a library, the entries being brief and arranged on cards or sheets in the order of the books on the shelves, forming, in effect, a subject catalogue without analytics and cross-references.

SHELF NUMBER. With **FIXED LOCATION** (*q.v.*) a number given to a book to indicate the shelf which bears the same number, on which it will be found. *See also* CALL NUMBER.

SHELF REGISTER. *Synonymous with* SHELF LIST (*q.v.*).

SHELF-BACK. *Synonymous with* SPINE (*q.v.*).

SHELVING. All the shelves in a library. Also the act of putting books away in their proper places on the shelves of a library.

SHIPPING ROOM. The room of a library where parcels

of books, etc., are unpacked and distributed to the various departments, and from which outgoing material is despatched. (American).

SHORT AND. *See* AMPERSAND.

SHORT CATALOGUING. Cataloguing which gives author, main-title, and date only.

SHORT STORY. A complete story of from 1,000 to 8,000 words in length.

SHORTS. The copies of different sheets needed to complete an imperfect edition.

SHOULDER. The blank space above and below the character on the face of a piece of type.

SHOULDER HEAD. A short descriptive heading, indented a little and occupying a separate line. *See also* SIDE-HEADING.

SHOULDER NOTES. Notes or sub-headings in the margin at the top corner of a page or paragraph.

SIDE STITCH. In binding : to stitch a booklet or pamphlet of two or more folded signatures through the side of the folds.

SIDE-HEADING. A short descriptive sub-heading dividing sections of a work, and indented a little, usually in italics, but not occupying a separate line, placed at the side of the body matter to which it refers or belongs. *See also* SHOULDER HEAD.

SIDE-NOTES. Marginal notes outside the type page, and usually set in narrow measure in type several sizes smaller than the text of the page.

SIDE-STICK. *See* CHASE.

SIGILLOGRAPHY. The science or study of seals, being a branch of diplomatics.

SIGN MANUAL. A signature written with the person's own hand, to whom the signature applied.

SIGNATURE. 1. A section, or folded printed sheet, forming part of a book. 2. The letter or number or combination of letters and numbers printed at the

foot of the first page and sometimes on subsequent leaves of a section as a guide to the binder in placing them in their correct order. These were written or stamped in till 1472, when Johann Koelhoff of Cologne printed a signature as the last line of a text page. The binders of MSS. usually cut off the signature letters. Each section has a different signature and when letters are used, as is usual, they progress in alphabetical order, J, V, and W usually being omitted to avoid confusion. When the alphabet has been used up, a new sequence of double letters and then one of treble letters, or combinations of capital and lower case letters are used. Signatures are usually omitted in American books. *See also* SECTION, VOLUME SIGNATURE, TITLE-SIGNATURE.

3. The name or initials of a person used to authenticate a document.

SIGNATURE TITLE. *Synonymous with* TITLE-SIGNATURE (*q.v.*).

SIGNED PAGE. The first page of a section—the one bearing the SIGNATURE (*q.v.*).

SILK SCREEN. A method of reproducing colour work of which not more than 600 copies are required and where (because of the small number) lithography would be too expensive. The method is to stretch special silk over the underside of a frame so that the silk is in close contact with the base. The silk is then treated so that a stencilled design is formed on the mesh, leaving those parts which are to be printed quite open. Paint is then forced through the open mesh of the silk on to the paper or card with a rubber squeegee.

SIXTEENMO. *See* SEXTODECIMO.

SIXTY-FOURMO (64mo). A sheet of paper folded into 64 leaves, making 128 pages.

SIZE. The size of a book is measured by its height; but in addition to that measurement it is called "narrow" if the width of the cover is less than $\frac{2}{3}$ of the height;

"square" if more than $\frac{3}{4}$; and "oblong" if the width of the cover is greater than the height. A centimeter rule is used for ascertaining the size of a book, although measurements are usually given in inches in catalogues. Width is usually given only when unusual, or for old books.

SIZE COPY. A thickness or DUMMY COPY (*q.v.*).

SIZE LETTERS. The symbols (D, O, Q, F, etc.) used to indicate the sizes of books.

SKETCH. 1. A drawing. 2. A brief description of a person or event.

SKIVER. A thin sheepskin.

SLIP CASE. A cardboard box made to fit one or more volumes published together, and open at the front to show the titles.

SLIP CATALOGUE. *Synonymous with* PAGE CATALOGUE (*q.v.*).

SLIPPING BOOKS. The American term for DISCHARGING BOOKS (*q.v.*).

SLIP-PROOF. *See* PROOFS.

SLIPS. 1. The pieces of sewing cord or tape which project beyond the back of a book after it is sewn, and which are afterwards attached to the boards. 2. The paper slips on which are written the instructions to the binder. 3. Applied to matter not set up into pages, but pulled as proofs in long slips.

SLUG. A line of type set on a composing machine.

SMALL CAPITALS. The smaller capitals (as distinct from the full capitals) of which they are about $\frac{2}{3}$ the size, thus: A, B, C. Indicated in MS. by two strokes (=) underneath. Abbreviations: s. cap., s. caps (pl.).

SOBRIQUET. A nickname or a fanciful appellation.

SOFT-GROUND ETCHING. That in which the ground commonly used is softened by mixing with tallow, the design being made with a pencil on a piece of fine-grained paper stretched over the ground. This, when

etched with acid gives the effect of pencil or chalk lines in the printed impression. *United Typothetae*.

SOLID. See LEADED.

SPACE LINES. Strips of brass which are often used in place of LEADS (*q.v.*).

SPACE TO FILL. Space left in a printing layout through insufficient COPY (*q.v.*) being provided.

SPACES. Pieces of metal shaped like types, the same height as quads, and used to separate words.

SPECIAL CLASSIFICATION. A classification which is applied to a section of knowledge; for example, Barnard's *Classification for Medical Libraries*, Cutter's *Labor Classification for the Baker Library*, Harvard School of Business Administration, Dabagh's *Mnemonic Classification for Law Libraries*, and Smith's *Classification of London Literature*.

SPECIAL COLLECTION. A collection of books connected with local history, celebrities or industries, etc., specially maintained in libraries.

SPECIES. See PREDICABLES, FIVE.

SPECIFIC CROSS-REFERENCE. A reference to a specific book.

SPECIFIC ENTRY. An entry under the actual subject, as distinct from one under some broader heading, embracing that subject. The principle of the dictionary catalogue entry of subjects.

SPECIFIC INDEX. An index such as that to Brown's classification, which has one entry only to each subject. See also RELATIVE INDEX.

SPHRAGISTICS. *Synonymous with SIGILLOGRAPHY (q.v.)*.

SPINE. The back of the book where the folds of the sections are fastened together. Also called: Back, Backbone, Shelf-back.

SPRINKLED EDGES. The three cut edges finely sprinkled with colour to prevent them becoming soiled.

SQUARE BRACKETS. Signs [] used in a catalogue or

bibliographical quotation to indicate that whatever appears within them does not appear in the original, but has been supplied by the copier. *See also* PARENTHESSES.

SQUARED-UP HALF-TONE. *See* HALF-TONE.

STABBED. *See* STABBING.

STABBING. The binding together of one or more sections with wire or thread passed vertically through the left-hand side of the folded sheets. The great disadvantage of this method is that the book will not lie flat. A book so bound is said to be "stabbed." Piercing the boards with a bodkin for the slips to pass through is sometimes termed "stabbing." *See also* STITCHING.

STACK. 1. A piece of furniture containing at least four tiers of shelves back to back. 2. A stack-room usually adjoining a public department containing lesser-used books and to which the staff only have access. In America, the space equipped for the storage of books on one or more floors, but in one unit. For American terms used in connection with book stack equipment, *see* COMPARTMENT, DECK, PRESS, RANGE, SECTION.

STACK ROOM. *See* STACK.

STAFF ENCLOSURE. That part of a public department such as a junior, lending, or reference library, which is restricted to the use of the staff. Also called a Counter or Charging Desk.

STAMP. *See* PANEL STAMP, TOOLING.

STANDING TYPE. The type from which a book has been printed and is kept "standing" exactly as it came from the machine, to be used again if further copies are to be made.

STAR. *Synonymous with* ASTERISK (*q.v.*). *See* REFERENCE MARKS.

STAR SIGNATURE. A signature indicating an off-cut (part of a sheet) and distinguished by an asterisk

placed with the signature letter or figure of the main part of the sheet.

STARR. A Jewish bond.

START. Leaves of a book are said to "start" when the sewing is defective, causing the leaves to be loose.

STATE LIBRARY. In America, a library which preserves the state records and provides books for the use of state officials, books relating to the history of the state, books published by authors living in the state, and newspapers published in the state. In many states, all classes of books are purchased in order to supply the needs for books or information of any resident. Books are sent by post or express to residents. *See also* NATIONAL LIBRARY.

STEEL ENGRAVING. *See* ENGRAVING.

STEREOTYPE. Molten type-lead is poured into a papier-maché mould of the original type, line block or very coarse half-tone, resulting in a metal plate carrying the type in relief. Future printings are made from these "stereos." The whole process is known as stereotyping. *See also* MATRIX.

STET. A Latin word used in the margin to denote the cancelling of any correction marked in the copy or proof. Dots under the words indicate the correction to which the "stet" refers.

STEWARD. Agent and representative of the lord of a Manor.

STICK. The tool used by the compositor for setting or forming into lines the types as he picks them out of the CASE (*q.v.*). It usually contains about 20 lines of 8 point type.

STIGMONYM. Dots instead of a name.

STIPPLE. A printing surface that consists of dots, instead of lines. The dots may be fine or coarse, to give effects of light and dark. Half-tones are stipple engravings. *United Typotheta.*

- STIPPLING.** In paper, a roughened finish, also called pebbling. In printing and art, a gradation of light and shade produced by dots.
- STITCHING.** The operation of fastening a pamphlet consisting of a single section, with wire or thread passed through the centre of the fold. *See also* STABBING, THREAD-STITCHED.
- STOCK.** 1. In printing, paper or other material to be printed. 2. In paper-making, half stuff or pulp that is ready for the paper machine.
- STOCK BOOK.** *Synonymous with* ACCESSIONS REGISTER (*q.v.*).
- STONE.** Usually a steel-top table on which the imposing work—that is, the assembling of the various parts of a printing job—is done. It is on the stone that the type, blocks, etc., are locked in the chase and levelled with mallet and planer.
- STORY-HOUR.** A definite time (which should not be more than half an hour) set aside for telling stories to the youngest members of a junior library. The stories are told by members of the staff, particularly the children's librarians, and their friends.
- STRAWBOARD.** A coarse yellow millboard, made from straw; it is used for the covers of books.
- STREET INDEX.** An index of streets in a town showing the number of houses and the number of persons therein who hold membership tickets.
- STUB.** The part of an original leaf after part has been cut away to insert a CANCELLING LEAF (*q.v.*).
- STUDENTS' TICKETS.** *Synonymous with* SUPPLEMENTARY TICKETS (*q.v.*).
- STUDY ISSUE.** Books issued in excess of the usual number and for a longer period than usual to students.
- STUFF.** The pulp in the paper-maker's vat prior to its being removed on the mould. *See also* WATER-LEAF.
- SUBALTERN GENERA.** The intermediate classes of a

classification between the SUMMUM GENUS (*q.v.*) and the INFIMA SPECIES (*q.v.*).

SUB-BRANCHES. In American libraries, small branches open a few hours each day, but distinct from stations in that both the agency and the book collection are more permanent.

SUBDIVISION. 1. The word commonly used to denote the process of dividing a scheme of classification into its parts. 2. The result of subdivision.

SUB-ENTRY. In indexing, the part of the entry following the entry-word or heading, i.e. the whole entry minus the entry-word or heading.

SUBHEADING. A secondary heading, used in the subdivision of a subject.

SUB-INDEX. An index within an index.

SUBJECT. The theme or themes of a book, whether stated in the title or not.

SUBJECT ANALYTIC. *See* ANALYTICAL ENTRY.

SUBJECT AUTHORITY FILE. The book or card list of subject headings used in a given catalogue and the references made to them.

SUBJECT BIBLIOGRAPHY. A bibliography of a particular subject or individual.

SUBJECT CATALOGUE. A loose term designating any catalogue arranged by subjects, whether alphabetical or classified.

SUBJECT CLASSIFICATION. The scheme devised by J. D. Brown in 1906, in which the main classes are Matter and Force, Life, Mind, and Record. The notation is mixed (letter and figure) and does not permit of easy extension (as does the Dewey's Decimal Classification by the use of decimals) although the CATEGORICAL TABLES (*q.v.*) enable a certain amount of subdivision. It is the best-known scheme of British origin.

SUBJECT ENTRY. 1. In a catalogue, an entry under the heading adopted to indicate a book's subject. 2. In

an index, an entry relating to some subject as distinguished from one beginning with the name of a person.

SUBJECT FULNESS. *See* SECONDARY FULNESS.

SUBJECT HEADING. The heading under which books on a subject are entered.

SUBJECT REFERENCE. A reference from one subject to another whether a synonym or a related heading.

SUBJECT-WORD ENTRY. Entry under a word of the title indicative of the subject.

SUB-LIBRARIAN. *See* DEPUTY LIBRARIAN.

SUBORDINATION. The allocation of a subject term to its right place in the classification schedules; its order of precedence in the HIERARCHY (*q.v.*).

SUB-PROFESSIONAL ASSISTANT. In American libraries, one who performs under the immediate supervision of professional staff members, work largely concerned with the lighter routine processes which are peculiar to library work and which require some knowledge of library procedure.

SUBSCRIBER. A person who lives outside the municipal or county boundary but who is permitted to use the library on payment of an annual subscription.

SUBSCRIPTION BOOKS. 1. Those published at intervals by societies and issued to subscribing members.
2. Individual books of limited appeal, the publication of which depends to some extent on subscriptions promised prior to publication, and the price of which is raised after publication.

SUBSCRIPTION LIBRARY. A commercial lending library where charges are made for the use of books.

SUBSIDIARIES. The parts of a book in addition to the text and including notes (whether placed in the pages or massed at the end of a book), bibliographies, appendices, indexes, imprint, colophon, blank leaves, plates, endpapers and book-jackets. *See also* PRELIMINARIES.

- SUB-TITLE. A secondary or subordinate title, usually explanatory and often the part following "or," "an," or "a."
- SUMMUM GENUS. The first, comprehensive class from which the division of a classification commences. See INFIMA SPECIES and SUBALTERN GENERA.
- SUPERINTENDENT OF BRANCHES. The liaison officer between the branch librarians of a large system and the chief librarian. His duty is to make the units of the system smooth-working parts of a homogeneous whole.
- SUPERIOR LETTERS AND FIGURES. Small characters set above the level of the line, thus: x^2 . Used for references and abbreviations, also to refer to marginal or footnotes. Also called Superiors.
- SUPPLEMENTARY TICKETS. Non-fiction tickets which are issued to students, teachers and the clergy in addition to the usual number allowed.
- SWASH LETTERS. Seventeenth century italic capitals with tails and flourishes, as *A*, *N*.
- SYLLABICATION. *Synonymous with* SYLLABIFICATION (*q.v.*).
- SYLLABIFICATION. The action or method of dividing words into syllables, also called SYLLABICATION.
- SYNCOPISM. Applied to a pseudonym where dots takes the place of certain letters.
- SYNDETTIC. A dictionary catalogue that connects entries by a scheme of cross-references, to form a co-ordinated whole. References are made from broad subjects to those that are less broad, and from these to still more subordinate subjects, and sometimes *vice versa*.
- SYNONYMOUS CATCHWORD. Headings used in an index, which is one exactly similar in meaning.
- SYNOPSIS. A brief outline of the plot and setting of a book or serial.
- SYSTEMATIC BIBLIOGRAPHY. The enumeration and classification of books. *Besterman*.

The assembling of bibliographical entries into logical and useful arrangements for study and reference.

SYSTEMATIC CATALOGUE. A classified catalogue, in which the classes and subjects are arranged in a logical order according to some scheme of classification.

TABLE. (*a*) An arrangement of written words, numbers or signs, or of combinations of them, in a series of separate lines or columns. (*b*) A synoptical statement or series of statements; a concise presentation of the details of subject; a list of items or particulars.

TABLE OF CONTENTS. *See* CONTENTS, TABLE OF.

TABLETS. Ancient writing materials made of clay (used when moist and afterwards baked), stone, lead, wood or ivory covered with wax.

TAIL. The bottom or lower edge of a book. The term is applied both to the paper of the text and to the cover of the book.

TAIL-ORNAMENT. An ornament especially designed for the foot of a page or the end of the matter occurring on it. It is sometimes called a "tail-piece." *See also* HEAD-ORNAMENT.

TAIL-PIECE. *Synonymous with* TAIL-ORNAMENT.

TALKING BOOKS. Books for the blind in the form of gramophone records.

TALL COPY. A book that has lost nothing of its original height in binding.

TALLY. Shaped piece of wood used as a receipt for money or goods, both public and private, from the early Middle Ages until about the third decade of the 19th century.

TECHNICAL LIBRARY. A library containing mostly books of a technical nature. When connected with a public library, it may be a section of the reference library, a separate department in the central building, or a separate building.

TELONISM. Terminal letters of an author's name used as a pseudonym, as N.S., John Austis.

TEMPORARY BRANCH. A service of books for home-reading in temporary quarters until it is ascertained that there is sufficient demand to justify the erection of a permanent building, or until the best site for a permanent building has been determined.

TERMS. The headings used in a scheme of classification for classes, divisions, subdivisions, or sections. In short, the *names* of any subjects that may be included in the classification.

TERNIONS. Three sheets folded together in folio.

TETRALOGY. A set of four related dramatic or literary compositions.

TEXT. The body of a work following the PRELIMINARIES (*q.v.*).

TEXT HAND. Style of writing employed for books, treatises and the headings of business documents from about 1100 to the 16th century.

THEMATIC CATALOGUE. One containing the opening themes or passages of musical pieces.

THERMOGRAPHY. A system of raised printing, similar in appearance to embossing, accomplished by letter-press. The wet type impression is sprinkled with a powder which raises and hardens when heated.

THESIS. The equivalent, to some extent, of a DISSERTATION (*q.v.*).

THICKNESS COPY. *Synonymous with* DUMMY COPY (*q.v.*).

THIRTY-SIXMO (36mo). A sheet of paper folded to form 36 leaves, making 72 pages.

THIRTY-TWOMO. *Synonymous with* TRICESIMO-SECUNDO (*q.v.*).

THREAD-STITCHED. A booklet that is fastened with thread. *See* WIRE-STITCHING.

THREE-COLOUR PROCESS. Printing plates produced by colour separation in half-tone, which will reproduce colour in the copy or subject in three printings in yellow, red, and blue.

THREE-QUARTER BOUND. *Synonymous with THREE-QUARTER LEATHER (q.v.).*

THREE-QUARTER LEATHER. A book bound similarly to one in HALF LEATHER (q.v.), but with the leather of the spine projecting across about a third of the sides.

THRILLER. A novel of a sensational character, usually dealing with crime and criminals.

THROW OUT. Maps, tables, or diagrams likely to be much consulted during the reading of a book, are sometimes "thrown out" by the binder. This is done by making the "guard" the size of the page and pasting it at the end of a book, so that the whole of the map, etc., when opened out, may remain in view during reading.

TIER. A set of shelves one above another between two uprights and reaching from the floor to the top of the shelving. In America, all the shelving or one floor of a stack.

TIER GUIDE. A guide to the contents of a tier.

TIES. Silk, leather, cord, or other slips attached to the boards of books for decorative purpose, or to prevent sagging.

TIGHT BACK. A binding in which the cover of leather or other material is pasted or glued to the back of the book, so that it does not become hollow when open. *See also FLEXIBLE SEWING, HOLLOW BACK.*

TIME NUMBERS. A series of numbers or letters designed to facilitate the arrangement of books in chronological instead of author or alphabetic order. *See BISCOE TIME NUMBERS.*

TIME SCHEDULE (SHEET). A schedule showing the exact hours each day that each assistant is scheduled to be on duty.

TIPPING-IN PLATES. This term is used for the practice of pasting (with a narrow edge of paste) illustrations on

to pages of text. An illustration so inserted is said to be "tipped-in."

TISSUE-PAPERS. Sheets of tissue paper are placed in front of illustrations to protect them from offset while the ink is fresh. These should be removed after the ink has dried, but sometimes they are to be found tipped-in, and they frequently bear a typographical description of the illustration.

TITLE. Ordinarily, the name by which a work is designated on its title-page, and—usually—distinguished from any other work. In its fuller sense, it includes the name of the author and/or editor, translator, etc., the edition, but not the imprint.

TITLE ANALYTIC. *See* ANALYTICAL ENTRY.

TITLE ENTRY. An entry of a book under the first word of the title, not an article. A title entry is generally, but not necessarily, an added entry.

TITLE-PAGE. To the bibliographer the most important page of a book. It is usually the recto of the second leaf and gives the title in full, sub-title (if any), author's name in full together with note of qualifications, degrees, etc., edition, publisher's name and address, and date of publication. The verso gives particulars of edition, printer's name, and sometimes his address.

TITLE-PAGE BORDER. A frame, at first a woodcut, and later made of heavy type ornaments, surrounding the matter on the title-page.

TITLES OF HONOUR. Titles which denote superior rank or station, or special distinction of any kind.

TITLE-SIGNATURE. The title (often abbreviated) placed on the signature line of signed pages to prevent the binder mixing up the sheets of various books. Also called **DIRECTION-LINE**.

TITLONYM. A quality or title used as a pseudonym, as "A Barrister."

TOOLING. The impressing of designs—called "tools"

—into a leather or cloth binding. When this is done through gold leaf it is called "gold tooling," when neither leaf nor pigment is used it is called "blind tooling." When the entire cover design is a single piece it is called a "stamp." Gold tooling is believed to have been introduced by Thomas Berthelet, royal binder to Henry VIII. *See also* PANEL STAMP.

TOPIC GUIDE. A guide to a specific subject, usually a narrow block of wood or piece of cardboard bearing the subject and class number, placed on the shelf at the beginning of the books on the subject.

TOPICAL BIBLIOGRAPHY. An analytical bibliography, consisting of short bibliographies placed at the ends of chapters.

TRACINGS. Indications on the main entry card showing what added entries and references exist. Specially important in a dictionary catalogue in order to ensure that in case of change, correction or removal, all the cards referring to a given book may be traced and the change applied to all of them.

TRADE CATALOGUE (BIBLIOGRAPHY). A list of the books in print published in a country, and frequently of books published abroad, for which the home publishers are agents.

TRADE PAPER. A paper dealing with the interests of one particular trade.

TRANSLATION. 1. The act of turning a literary composition from one language into another. 2. The work so produced.

TRANSLATION RIGHTS. The right to allow or refuse the publication of any literary production in another language is a part of COPYRIGHT (*q.v.*).

TRANSLATOR. One who translates from one language into another.

TRANSLITERATION. The representation of the ordinary

characters of a language by those of another, as from Russian or Greek into Roman.

TRAVELLING LIBRARY. A large motor van equipped with books on shelves and a staff enclosure which visits districts where there is no other library service at specified times on a certain day or days of the week.

TRAY LABELS. Labels inserted in the holders provided for them on the front of catalogue drawers to indicate their contents.

TREADLE LATCHES. Latches to release wickets which are worked with the foot.

TREE CALF (MARBLING). A calf binding which has had acid poured on it in such a way that it makes stains resembling the growth of a tree.

TRICESIMO-SECUNDO (32mo). A sheet of paper folded to form a section of 32 leaves (64 pp.). Also called THIRTY-TWOMO.

TRILOGY. A set of three related dramatic or literary compositions.

TRIMMED. 1. A term applied to paper which has been trimmed on one or more sides to insure exactness of corner angles. 2. In bookbinding, the top edge untouched, and only the inequalities removed from the others, the folds not being opened.

TRIPTYCH. *See* CODEX.

TRUSTEES, BOARD OF LIBRARY. The committee responsible for the control of a system of American libraries.

TURNED LETTER. A letter used upside down such as a "u" for an "n."

TURN-OVER. 1. An extension of printed matter, beyond the space allotted. 2. The part of an article continued from a preceding page. Also called RUN-OVER.

TWELVEMO. *See* DUODECIMO.

TWENTY-FOURMO. *See* VICESIMO-QUARTO.

TWENTYMO (20mo). A sheet of paper folded into 20 leaves, making 40 pages.

TWO SHEETS ON. The method of sewing books when two sections are treated as one. In hand-sewing two sheets at a time are placed on the sewing-frame; the thread is passed from the kettle-stitch of the lower section, and brought out at the first tape or cord, when it is inserted in the upper section, and so on. Thus, two sections receive only the same number of stitches one sheet would do by the **ALL ALONG** method (*q.v.*).

TWO-COLOUR HALF-TONES. Two half-tone plates in which one of the plates is made with the line of the screen as in one-colour half-tone, and the other with lines at a different angle, usually about 30 degrees. The colours tend to blend into one another in different tones.

TYING-UP. The tying of a volume after the cover has been drawn on, so as to make the leather adhere better to the sides of the bands; also for setting the head-band.

TYMPAN. A kind of leaf consisting of a thin frame of metal over which is stretched parchment or cambric, and which is hinged to the carriage bearing the forme of a printing press in such a way that it places the paper resting on it in the exact position for printing.

TYPE FACES. The following is a selection of type faces (all 12-point):

Antique

Baskerville

Bold Gill

Burlington

Chatsworth

Cheltenham

Clarendon

De Vinne

Garamond

Grotesque











Light Gill

Modern

Old Face

Plantin

TYPE SIZES. The following are the types normally used in book work :

This is	5 point	(old name)	Pearl	em quad	
6	"	"	Nonpareil	"	
7	"	"	Minion	"	
8	"	"	Brevier	"	
9	"	"	Bourgeois	"	
10	"	"	Long Primer	"	
11	"	"	Small Pica	"	
12	"	"	Pica	"	
14	"	"	English	"	
16	"	"	Columbian	"	
18	"	"	Great Primer		
22	"	"	Double Pica		

Other sizes are : $3\frac{1}{2}$ point (Brilliant) ; $4\frac{1}{2}$ point (Diamond) ; $5\frac{1}{2}$ point (Agate, Ruby).

TYPE. A small rectangular block, usually of metal or wood, having on its upper end a raised letter, figure, or other character, for use in printing. *See also* TYPE FACES, TYPE SIZES.

TYPOGRAPHY. The term given to printing, or taking impressions from movable letter-units or "types." The art of printing.

UNAUTHORIZED EDITION. An edition issued without the consent of the author or the original publisher. The responsibility to the author would be moral not legal. A *pirated edition* is an unauthorized reprint involving an infringement of copyright.

UNCIAL. Style of majuscule writing, resembling capitals in some letter forms, but with rounder curves. In use generally from the 4th to the 8th centuries.

UNCUT EDGES. A book is described as being "uncut" when the edges have not been trimmed or cut, thus leaving "bolts" which have to be opened with a paper knife. Until this has been done the book is described as being unopened.

UNDERLAY. Work done on the machine by placing paper, thin card, etc., under the matter in the forme so as to level it up as much as possible before the final touches are put on by means of **OVERLAY** (*q.v.*).

UNION CATALOGUE. A complete catalogue of the various departments of a library, or of a number of libraries. *See also* **CENTRALIZED CATALOGUING**, **CO-OPERATIVE CATALOGUING**.

UNIT CARD. A standard catalogue card which, when duplicated, may be used as a unit wherever an entry for that particular book is required in any catalogue after the addition of any heading which may be necessary.

UNIVERSAL BIBLIOGRAPHY. A bibliography of the world's books. None exists at present, but an attempt has been made by the Institut International de Documentation (formerly the Institut Internationale de Bibliographie).

UNOPENED. When the "bolts" or folded edges, have not been opened with a paper-knife. *See also* **UNCUT EDGES**.

UPPER CASE. The term used when referring to capital letters, i.e. those contained in the upper of the two cases of printer's type. Abbreviation: u.c. *See also* **LOWER CASE**.

VARIANT. A term given to corrections inserted in later printings of a book. These are frequent in hand-printed books and are accounted for by the fact that mistakes were noticed and the type altered during printing, the sheets already printed remaining untouched.

VARIORUM EDITION. One with notes and readings by various commentators.

VELLUM. Calf skin dressed with alum and polished.
Fine parchment.

VERBATIM REPORT. A word for word reproduction of a speech or lecture.

VERNACULAR. The language of a country. When it is directed that a name shall be given in the vernacular, it means the form customary in the country concerned.

VERSO. The left-hand page of an open book or manuscript.

VICESIMO-QUARTO (24mo). A sheet of paper folded to form a section of 24 leaves (48 pp.). *Also called* TWENTY-FOURMO.

VIGNETTED HALF-TONE. *See* HALF-TONE.

VOLUME. 1. A book distinguished from other books or from other volumes of the same work by having its own title-page. 2. Whatever is contained in one binding.

VOLUME AND COPY NUMBER. Symbols used to distinguish separate copies of a work, e.g. V. 2, cop. 5.

VOLUME SIGNATURE. The number of the volume as "Vol. I," or simply "I," or a letter, placed on the same line as the signature to prevent the binder mixing the sections of various volumes.

VOLUMEN. The papyrus roll used in ancient Egypt, Greece and Rome, which was written on one side in ink with a reed pen, the text being in columns, the lines of which ran parallel with the length of the roll. The last sheet of the papyrus was rolled round a stick which had knobbed ends. The rolls were kept in boxes or on shelves and for purposes of distinction when placed in this position had a vellum label attached to the end of the roll. This label bore the title of the work, and was sometimes coloured. A wooden case (*Manuale*) was sometimes used to protect the edges of the roll from being frayed by the owner's toga or cloak.

VOLUMINOUS AUTHORS. Authors under whose names many titles are entered, whether for different books or

for books the various editions of which have different titles. (American.)

VOUCHER. *See* APPLICATION FORM.

WALL-SHELVING. Shelving placed against walls.

WATER-LEAF. Hand-made paper in its initial stage of manufacture, consisting of pulp spread and evened by shaking in the hand mould, and pressed between felts.

WATERMARK. A paper-maker's device which can be seen on any sheet of good paper when held up to the light. In hand-made paper this is caused by twisting or soldering wire into the mould on which the paper is made; in machine-made paper, by a special roller called a "dandy," which revolves over the moving pulp on the mould, impressing the mark at every revolution. The watermark is usually placed in the centre of one-half of the sheet. *See also* COUNTER-MARK.

WEEDING. The discarding from stock of books which it is considered are of no further use in the library. PSEUDO-WEEDING is transferring from one department to another, from stack to shelf and *vice versa*, or from files to bound form.

WEEKLY. A newspaper or periodical published once a week.

WHIP-STITCHING. The American term for OVERSEWING (*q.v.*).

WHITE EDGES. Uncoloured edges of books.

WHITE LETTER. "Roman" type as opposed to GOTHIC (*q.v.*), or "black letter" type. This book is printed in Roman type.

WHITE-OUT. To space out composed matter, as in displayed or advertisement work.

WHOLE-BOUND. Books bound entirely in leather.

WICKET. The hinged gates fixed at both sides of the staff enclosure to control the entrance and exit of readers.

WIRE MARKS. *See* LAID PAPER.

WIRE SEWING. Sewing the sections of a book with

wire staples driven through the centre of the sections and through tapes, canvas or muslin, to which the staples are clinched.

WIRE STITCHING. The fastening of a single section with wire driven through the centre of the fold and clinched.

WIRED. *Synonymous with WIRE-STITCHED (q.v.).*

WIRE-LINES. *See LAID PAPER.*

WIRE-STITCHED. A booklet stitched with wire.

WITHDRAWALS REGISTER. A record (in book form or on cards) which gives particulars of all books withdrawn.

WOOD ENGRAVING. 1. The art or process of cutting designs upon a block of box-wood, leaving the designs in relief for printing. 2. A print from a wood engraving. Also called a Woodcut.

WOODCUTS. Illustrations made by pressing a sheet of dampened paper on a block of box-wood which has been cut away to leave a design at the surface, so that when the block is inked an impression will be left on the paper, the cut-away parts showing white. Originally, books (type and illustrations) were produced in this way, and such are called **BLOCK BOOKS (q.v.)**. When movable type came into use, only borders, capitals and illustrations were printed from wooden blocks.

WOODPULP. Wood reduced to a pulp for subsequent paper-making.

"WORD BY WORD." *See ALPHABETIZATION.*

WORK MARK. A letter indicating the title, edition, etc., of a work added to the normal author mark, and usually consisting of the letter of the first word not an article of the title, plus, in the case of added editions, the edition number, to distinguish several books by one author on the same subject, and to give each a definite location. *See also* **AUTHOR MARK, BOOK NUMBER, CALL NUMBER, VOLUME AND COPY NUMBER.**

WORK RESPONSIBILITY SCHEDULE. A schedule concerned with the special work assigned to each member of the staff as his own individual responsibility. (American.)

"WORKING WITH FIGURES." *See* PRESS NUMBER.

WOVE PAPER. Paper made on an ordinary dandy-roll or mould in which the wires are woven, and which when held up to the light, shows a faint network of diamonds. Used in contradistinction to LAID PAPER (*q.v.*).

WRAPPER. *See* BOOK JACKET.

WRIT. King's precept in writing under seal commanding an official to perform or abstain from some action.

WRONG FOUNT. A letter of a different face or size to the rest of the text. This is caused in hand-set printing by placing type in a wrong case of type when "distributing" after a printing job. Abbreviation: w.f.

XYLOGRAPHY. The art or process of engraving on wood. *United Typothetae.* *See* WOODCUTS, WOOD ENGRAVING.

XYLOTYPE. Wood engraving, or a print from a wood engraving.

YAPP EDGES. *Synonymous with* CIRCUIT EDGES (*q.v.*).

YEAR BOOK. A volume containing information of a variable nature. Published once every year.

ZINCO. *See* LINE BLOCK.

ZINCOGRAPHY. *See* LINE BLOCK.

ZINCPLATE LITHO. *See* LITHOGRAPHY.

ZURICH INDEX. *See* CONCILIUM BIBLIOGRAPHICUM.

LISTS OF DEFINITIONS IN SUBJECT ORDER

BIBLIOGRAPHY

Abridgement
 Abstract
 Addendum
 Allusion book
 Ana
 Anastatic reprints
 Anonymous books
 Anopisthographic block book
 Antiqua
 Appendix
 Applied bibliography
 Atlas folio
 Author bibliography
 Author's edition
 Back
 Back mark
 Backbone
 Bastard title
 Bastard type
 Battledore
 Bibelot
 Biblia pauperum
 Bibliographee
 Bibliographing
 Bibliography
 Bibliology
 Bibliophilic bibliography
 Binder's title
 Black letter
 Blank leaves
 Block book
 Blurb
 Body of the book
 Bolts
 Book hand
 Book jacket
 Book of hours

Book sizes
 Booklet
 Border
 Bowdlerized
 Brochure
 Burnished edges
 Calligraphy
 Cancel
 Cancel title
 Cancellandum
 Cancellans
 Cancelled leaf
 Cancelling leaf
 Caret
 Catch letters
 Catchwords
 Chained books
 Chapbooks
 Chart
 Chronogram
 Cipher
 Clay tablets
 Closed bibliography
 Codex
 Collate
 Collation
 Colophon
 Column
 Composite books
 Comprehensive bibliography
 Concilium bibliographicum
 Concordance
 Conjugate
 Contents, table of
 Copyright, international
 Copyright date
 Copyright list
 Corrected edition
 Corrigenda

Counter-mark	Fold
Critical bibliography	Fold symbol
Cryptography	Foldings
Cryptonymous books	Foliated
Cumulative list	Foliation
Cuneiform writing	Folio
Cuts	Footnote
Decennial	Fore-edge
Decimo-sexto	Foreword
Dedication	Format
Dedication date	Gathering
Definitive edition	Gothic type
Descriptive bibliography	Grangerizing
Desiderata	Gutter
Diplomatics	Half bound
Diptych	Half-title
Direction-line	Head and tail
Double setting	Head-ornament
Drop folio	Head-piece
Drop letter	Heads
Drop-down title	Holograph
Dummy copy	Horn Book
Duodecimo	Illuminated book
Duplicate title	Illustrations
Dust cover	Impression
Dust jacket	Imprimatur
Editio princeps	Imprint
Edition de luxe	Incipit
Eighteenmo	Incunabula
Elephant folio	Index
Enchiridion	Inedita
Encyclopædia	Initials
End-papers	Inserts
Epitome	Inset
Errata	Introduction
Excerpt	Issue
Expurgated editions	Italic
Extra illustrated	Jacket
Extracted article	ll.
Fac	Large paper copies
Facetiæ	Leaf
Facsimile reprint	Legend
Factotem	Lettera tonda
Fasciculus	Letterpress
Fecit	Lettre de forme
Fine paper copies	Lettre ronde
First edition	Library edition
Fly leaves	Limited edition
Fly title	List of illustrations

Marginal notes
 Marginalia
 Missal
 Monograph
 National bibliography
 National catalogue
 Nom de plume
 Oblong folio
 Octavo
 Octodecimo
 Off-print
 Opening
 Opisthographic
 Page
 Page-reference
 Pagination
 Palæography
 Palimpsest
 Papyrology
 Partial bibliography
 Paste boards
 Periodical bibliography
 Pirated edition
 Plate paper
 Polytych
 Portrait
 Powder
 Preface
 Preliminaries
 Prelims
 Pre-print
 Press mark
 Press number
 Primary bibliography
 Printer's device
 Printer's imprint
 Printer's mark
 Private press
 Privately printed
 Prospectus
 Publisher's dummy
 Publisher's imprint
 Pull
 Pure bibliography
 Quarternions
 Quarto
 Quinternions
 Quire
 Red-printing

Register
 Reprint
 Reprinted article
 Revised edition
 Roman
 Roman numerals
 Round letter
 Rubric
 Rubricated
 Sarum use
 Scriptorium
 Scroll
 Secondary bibliography
 Section
 Selected bibliography
 Semis
 Separates
 Serial
 Seventy-twomo
 Sexto
 Sextodecimo
 Sheet
 Shelf-back
 Sigillography
 Signature
 Signature title
 Signed page
 Sixteenmo
 Sixty-fourmo
 Size letters
 Slip case
 Sobriquet
 Sphragistics
 Spine
 Square brackets
 Stabbed
 Standing type
 Star signature
 Stigmonyn
 Stub
 Subject bibliography
 Subsidiaries
 Swash letters
 Syncopism
 Systematic bibliography
 Table of contents
 Tablets
 Tail
 Tail-ornament

Tail-piece
 Tall copy
 Telonism
 Ternions
 Text
 Thirty-sixmo
 Thirty-twomo
 Tipping-in plates
 Tissue papers
 Title-page
 Title-page border
 Title-signature
 Topical bibliography
 Trade catalogue (bibliography)
 Tricesimo-secundo
 Trimmed
 Triptych
 Turned letter
 Twelvemo
 Twentymo
 Twenty-fourmo
 Typography
 Unauthorised edition
 Uncut
 Universal bibliography
 Unopened
 Variant
 Variorum edition
 Vicesimo-quarto
 Volume signature
 Volumen
 Watermark
 White letter
 "Working with figures"
 Wrapper
 Year book
 Zurich Index

BOOKBINDING

Advance copies (sheets)
 Ajouré binding
 Aldine (Italian) style
 All along
 All-over style
 Arabesque
 Arabic figures
 Art canvas

Back
 Back-bone
 Backing
 Backing boards
 Backing machine
 Backs
 Bands
 Basil
 Bedford bindings
 Bevelled boards
 Bibliopeggy
 Binding
 Bled
 Bleed
 Blind blocked
 Blind tooling
 Block
 Blocking
 Boards
 Bolt
 Book-binding
 Book-marker
 Book-shrine
 Bosses
 Brochure
 Bound
 Boyet style
 Buckram
 Burnished edges
 Cameo binding
 Case book
 Cased
 Casing
 Catch-letters
 Catchword
 Chain-stitch
 Chased edges
 Chequering
 Circuit edges
 Cloth boards
 Cloth joints
 Corners
 Cottage binding
 Cover
 Cropped
 Cumdach
 Cut edges
 Cut flush
 Dentelle borders

Derome style	Japon vellum
Diaper	Joints
Diced	Kettle-stitch
Die	Lacing-in
Divinity calf	Leatherette
Double register	Limp covers
Double-book	Lining papers
Doublure	Law calf, law sheep
Eve style	Le Gascon style
Extra	Lemonnier style
Extra binding	Magazine case
Facsimile binding	Maioli style
Fanfare (flourish) style	Marbled
Fillet	Marbled edges
Finishing	Marking-up
Flexible sewing	Mearne-style
Floret	Michel style
Foldings	Millboard
Fore-edge painting	Mitred
Forel (Forrel, Forril)	Mosaic
Forwarding	Mull
French joint	Network
Full-bound	Obverse cover
Gaufered edges	Off-cut
Gilt top	One sheet on
Glaire	Overcasting
Gold tooling	Oversewing
Graining	Padeloup style
Grolieresque	Panel
Grooves	Panel back
Guards	Panel stamp
Guillotine	Paper boards
Half leather	Paper covered
Harleian style	Parchment
Head and tail	Pasteboard
Head-band	Pastedown
Head-cap	Pasting down
Hollow back	Payne style
Imbrication	Periodical case
Imperfections	Pigskin
In boards	Plough
In quires	Pointillé
Inlaying (onlaying)	Polaire
Inserts	Powder or Semé
Inset	Presses
Interlacing	Proof
Interleaf	Publisher's binding
Irish style	Pulled
Jansenist style	Quarter bound

Quarter leather
 Raised bands
 Reading case
 Re-casing
 Red under gold edges
 Register
 Restoration style
 Reverse cover
 Roan
 Roman numerals
 Rounded corners
 Roundlet
 Roxburghe binding
 Rub (rubbing)
 Rubber back binding
 Run-up
 Saddle stitching
 Sawing-in
 Scottish style
 Semé
 Semis
 Sewed
 Sewing
 Sewn
 Shelf-back
 Side stitch
 Skiver
 Slips
 Spine
 Sprinkled edges
 Stabbing
 Stamp
 Start
 Stitching
 Strawboard
 Thread-stitched
 Three-quarter bound
 Three-quarter leather
 Throw out
 Ties
 Tight back
 Tooling
 Tree calf (marbling)
 Trimmed edges
 Two sheets on
 Tying up
 Vellum
 Whip sticking
 White edges

Whole-bound
 Wire sewing
 Wire stitching
 Wired
 Wire-stitched
 Yapp edges

CATALOGUING

Abbreviated card
 Abridged editions
 Adaptation
 Added copies
 Added edition
 Added entry
 Additions, list of
 Allonym
 Alphabetic subject catalogue
 Alphabetico-classed catalogue
 Alphabetization
 Alternative title
 Ambiguous title
 Anagram
 Analysis
 Analytic
 Analytical entry
 Anglo-American code
 Annotation
 Anonymous
 Apoconym
 Appendix
 Appraisal
 Aristronym
 Ascetonym
 Asyndetic
 Attributed author
 Author
 Author analytic
 Author card
 Author catalogue
 Author entry
 Author table
 Authority entry
 Authority list
 Autonym
 Bastard title
 Bibliography
 Bibliophile

Binder's title	Contents note
Biographee	Continuation
Biscoe Time numbers	Continuous paging
Body	Co-operative cataloguing
Bonnange card catalogue tray	Copy number (or copy letter)
Book catalogue	Copyright date
Book number	Corner-marked cards
Brackets	Corporate author
Broadside	Corporate entry
Bulletin	Cover-title
Caption	Cross-reference
Caption title	Cryptonymous books
Card catalogue	Cumulated book catalogue
Cartographer entry	Curves
Catalogue	Cutline
Catalogue raisonnée	Cutter number
Catchword entry	Date
Centralised cataloguing	Dedication date
Changed names	Degressive description
Changed title	Demonym
Check list	Departmental catalogue
Check marks	Depository catalogue
Chrestomathy	Diagram
Chronogram	Dictionary catalogue
Circa	Digest
Class entry	Dissertation
Class list	Document catalogue
Class mark	Double entry
Classed catalogue	Double title-page
Classified catalogue	Duplicate title
Collaborator	Editor
Collation	Edition
Collection	Elision marks
Collective entries	Enlarged edition
Collector	Entry
Colon abbreviations	Entry word
Colophon	Epitome
Colophon date	Evaluation
Compend	Excerpts
Compiler	Explanatory guide cards
Compiler entry	Expurgated edition
Completion	Extension card
Composite authors	Extra-illustrated
Composite books	Facsimile
Composite work	Fascicule
Compound name	False date
Compound subject-names	Filing medium
Connective catalogue	Filing word
Contents book	Finding list

First indention	Onymous
First word entry	Page catalogue
Folio	Pamphlet
Forename	Panoramic catalogue
Form entry	Partial contents note
Format	Partial title
Frontispiece	Pen name
Full cataloguing	Periodical
Full name	Personal catalogue
Geographical entry	Personal subject
Grangerizing	Phrase pseudonym
Guide card	Placard catalogue
Hagionym	Plan
Half-title	Plate
Heading	Polytopical
Head-line	Polonym
Hieronym	Preface
Illustrations	Preface date
Illustrator entry	Preliminary matter
Impression	Printed catalogue
Imprint	Printer
Imprint date	Privately printed
In progress	Process slip
Incunabula	Process stamp
Independents	Program dissertations
Index entry	Pseudandry
Individual entry	Pseudojyn
Introduction date	Pseudonym
Inversion of title	Publisher
Inverted heading	Quotes
Inverted title	Reading list
Joint author	Recto
Joint catalogue	Reference
Lecture series	Removal slip
Libretto	Repertory
Main entry	Reprint
Main title	Revised edition
Manuscript catalogue	Running head
Master catalogue	Running title
Medium cataloguing	Second indention
Monograph	Secondary entry
Name authority file	Secondary fulness
Name catalogue	See
Name reference	See also
New edition	Selective cataloguing
Nom de plume	Separate
Nothing before something	Serial
Official catalogue	Serial number
Omission marks	Series

Series entry
 Series note
 Series title
 Sewed
 Sheaf catalogue
 Short cataloguing
 Signature
 Size
 Slip catalogue
 Sobriquet
 Specific cross-reference
 Specific entry
 Square brackets
 Sub-heading
 Subject
 Subject analytic
 Subject authority file
 Subject catalogue
 Subject entry
 Subject fulness
 Subject heading
 Subject reference
 Subject-word entry
 Sub-title
 Syndetic
 Systematic catalogue
 Table
 Thematic catalogue
 Thesis
 Time numbers
 Title
 Title analytic
 Title entry
 Title page
 Titles of honour
 Titlonym
 Tracings
 Trade catalogue
 Transliteration
 Tray labels
 Uncut edges
 Union catalogue
 Unit card
 Unopened
 Vernacular
 Verso
 Volume
 Voluminous authors

CLASSIFICATION

Abstraction
 Accident
 Artificial characteristic
 Artificial classification
 Author mark
 Author number
 Author table
 Baconian classification
 Bibliographical classification
 Bibliothecal classification
 Bifurcate classification
 Biscoe time numbers (Biscoe date table)
 Book classification
 Book number
 Broad classification
 Broken order
 Brussels system
 C.D. system
 Call number
 Categorical tables
 Characteristic of a classification
 Class
 Class number
 Classification
 Classification décimale universelle
 Close classification
 Colon classification
 Common sub-divisions
 Connotation
 Connotative
 Consistent characteristics
 Co-ordination of terms
 Copy number (or Copy letter)
 Correlation of properties
 Cross classification (cross division)
 Curiosa
 Cutter author marks
 Cutter classification
 Cutter number
 Cutter-Sanborn three-figure table
 Decimal classification
 Denotation
 Denotative

Dewey decimal classification
 Dichotomy, classification by
 Difference
 Division
 Divisions
 Epistemology
 Essential characteristics
 Evolutionary Order
 Exact classification
 Exhaustive division
 Expansive classification
 Extension
 Fixed location
 Flexible classification
 Flexible notation
 Form
 Form classes
 Form divisions
 General classification
 Generalia class
 Genus
 Hierarchy
 Infima species
 Inner form
 Institut International de
 Documentation
 Intension
 Intercalation
 Knowledge classification
 Library of Congress Scheme
 Location mark
 Main classes
 Merrill alphabetizing numbers
 Mixed notation
 Mnemonic characteristic
 Modulation of terms
 Natural characteristics
 Natural classification
 Nomenclature
 Notation
 Olin book numbers
 Outer form
 Parallel classification
 Philosophical classification
 Porphyry, tree of
 Predicables, five
 Principles of classification
 Property
 Pure Notation

Ramean tree
 Regional classification
 Relative classification
 Relative index
 Relative location
 Schedule
 Scheme of classification
 Sections
 Selective classification
 Shelf number
 Special classification
 Species
 Specific index
 Subaltern genera
 Sub-division
 Subject classification
 Subordination
 Summum genus
 Terms
 Time numbers

COUNTY LIBRARIES

County library
 Differential rating
 Field work
 Flat rate
 Library sign
 Location Index
 Regional Branch

ILLUSTRATIONS

Albertype
 Anatastic printing
 Aquatint
 Artotype
 Autography
 Block
 Chaleography
 Chiaroscuro
 Chromo
 Chromography
 Chromo-lithography
 Collotype
 Colour printing
 Colour process

Coloured plate
 Copper engraving
 Crayon drawing
 Cut
 Cut line
 Cut-out half-tone
 Deep etched half-tone
 Deep etching
 Delt, delineavit
 Direct half-tone
 Dragon's blood
 Dry-point etching
 Electrotpe (Electro)
 Engraving
 Esparto grass
 Etching
 Fecit
 Flat proof
 Four-colour process
 Full colour
 Glyphography
 Gravure
 Half-tone
 Hand-gravure
 Heliography
 Intaglio
 Intaglio printing
 Lichtdruck
 Line block
 Line drawing
 Line engraving
 Line etching
 Linocut
 Linoleum blocks
 Linoleum drypoint
 Lithography
 Lithogravure
 Litho-offset
 Lithotint
 Metallography
 Mezzotint
 Mordant
 Offset lithography
 Offset printing
 Oval half-tones
 Pantone
 Photo-engraving
 Photo-gelatine process
 Photogravure

Photo-lithography
 Phototype
 Photo-typography
 Photo-zincography
 Planographic process
 Plate
 Process blocks
 Progressive proofs
 Relief printing
 Rotogravure
 Screen
 Silk screen
 Sketch
 Soft-ground etching
 Squared-up half-tone
 Steel engraving
 Stipple
 Three-colour process
 Two-colour half-tones
 Vignetted half-tone
 Wood engraving
 Woodcuts
 Xylography
 Xylotype
 Zincography

INDEXING

Analytical Index
 Antonymous catchwords
 Author index
 "Blind" cross-references
 Catchword
 Classified index
 Compound catchwords
 Cross references
 Cumulative index
 Entry
 Heading
 Inverted entry
 Name (author) entry
 Name index
 Sectionalised index
 Sub-entry
 Sub-heading
 Sub-index
 Subject entry
 Synonymous catchword

LENDING LIBRARY

Application blank
 Application form (voucher)
 Bespeaking books
 Black list
 Borrower
 Borrowers' index
 Borrowers' register
 Borrower's ticket (card)
 Browne book-charging system
 Card charging
 Centralised registration
 Charge
 Charging desk
 Charging methods
 Charging system
 Circulation desk
 Circulation work
 Closed access
 Counter
 Date label
 Date slip
 Defaulters
 Delivery station
 Deposit station
 Depositors
 Detroit self-charging system
 Dickman charging system
 Discharging books
 Display stand
 Duplicate pay collection
 Extension methods
 Extra tickets
 Fine
 Follow-up notice
 Guarantor
 Holiday issues
 Home reading department
 Identification card
 Indicator
 Inter-library loans
 Issue
 Issue guides
 Issue trays
 Ledger charging
 Lending department
 Membership voucher
 Newark charging system

Open access
 Overdue book
 Overdue notice
 Pay collection
 Privilege issue
 Process slip
 Process stamp
 Reader
 Readers' adviser
 Reading shelves
 Recommender
 Registration
 Renewal
 Rental books
 Re-registration
 Research tickets
 Reserving books
 Slipping books
 Staff enclosure
 Street index
 Students' tickets
 Study issue
 Subscriber
 Supplementary tickets
 Travelling library
 Treadle latches
 Voucher
 Wicket

LIBRARY LAW

Adoption of the Public Libraries
 Acts
 Bye-laws
 Borough auditors
 Commissioners
 Co-opted members
 Delegation of powers
 District auditor
 Elective auditor
 Joint committee
 Library authority
 Loan
 Mayor's auditor
 Public Libraries Acts
 Rate, library
 Recommending committee
 Reporting committee

PALÆOGRAPHY AND
ARCHIVES

Archive
 Archivist
 Autography
 Bailiff
 Bill
 Bill of Middlesex
 Brief
 Bull
 Catchword
 Chancery
 Charter
 Charter Roll
 Chartulary
 Close roll
 Colophon
 Court Baron
 Court hand
 Court leet
 Court roll
 Cursive
 Diplomatic
 Dorset
 Enrolled account
 Enrolment
 Explicit
 Free hand
 Glosses
 Historiated Initial
 Hundred rolls
 Illuminated initial
 Incipit
 Indenture
 Judicial writ
 Lemma
 Letters close
 Letters patent
 Majuscule
 Marginalia
 Membrane
 Miniature
 Minim
 Ministers' accounts
 Minuscule
 Original writ
 Palimpsest
 Papyrus

Paraph
 Parchment
 Patent roll
 Pipe roll
 Plea roll
 Record
 Recto
 Runes
 Serif
 Set hand
 Sign manual
 Signature
 Starr
 Steward
 Tally
 Text hand
 Uncial
 Vellum
 Verso
 Writ

PAPER

Antique
 Art
 Calender
 Chain lines
 Chain marks
 Chemical wood
 China paper
 Coated paper
 Cover paper
 Crown
 Dandy-roll
 Deckle edge
 Double
 Double crown
 Esparto
 Featherweight
 Folio
 Furnish
 Glassine
 Handmade paper
 Imitation art
 India paper
 Ingrain
 Interleaving
 Japanese vellum
 Laid paper

Loaded paper
 Manilla paper
 Mechanical wood
 Millboard
 Newsprint
 Offset paper
 Paper finishes
 Paper sizes
 Papyrus
 Parchment
 Pasteboard
 Plate paper
 Ramie
 Ream
 Set-off
 Stippling
 Stock
 Strawboard
 Stuff
 Trimmed
 Waterleaf
 Watermark
 Wire lines
 Wire marks
 Wood pulp
 Wove paper

PRINTING

Antiqua
 Ascenders
 Assembling
 Bas-relief printing
 Battered
 Bed
 Black-face
 Body type
 Bold-face
 Bottom notes
 Brass rule
 Calligraphy
 Capitalisation
 Capitals
 Case
 Casting-off
 Catch line
 Chase
 Clean proof

Cliché
 Clumps
 Composition
 Corners
 Cross-head
 Cut
 Cut-in-notes
 Cylinder press
 Date line
 Dead matter
 Delete
 Descenders
 Die sinking
 Die-stamping
 Die-sunk
 Dirty proofs
 Distributing
 Double
 Double-ledged
 Drop letter
 Dropped head
 Electro
 Em
 Em dash
 Em quadrats
 Embossing
 En
 Flat pull
 Flat-bed press
 Flong
 Flush paragraphs
 Fly-title
 Follow copy
 Foot-line
 Footnote
 Foot-stick
 Forme
 Foul proof
 Foundry proof
 Fount (font)
 Frame
 Frisket
 Full-face
 Furniture
 Galley
 Galley-press
 Galley-proof
 Gutter
 Hand-press

Hand-set	Offset
Hanging indention (paragraph)	Old English
Head and tail	Old face
Head-ornament	Old Style
Head-piece	Ornament
Ideograph	Over matter
Imposing stone	Overlay
Imposition	Overplus
Imprint	Page cord
In slip	Page headline
Incut notes	Page-proof
Indent	Paragraph mark
Indention	Perfecting
Inferior letters (figures)	Pica
Intertype	Platen
Italics	Platen press
Justification	Point
Justifying	Points
Keep standing	Press proof
Kerned letters	Process blocks
Layout	Process embossing
Leaded	Proof-reader
Leaders	Proofs
Leads	Quad
Letterpress	Quoins
Letter-spaced	Reader
Lettre de forme	Reference marks
Ligature	Register
Linotype	Reglets
Locking up	Relief printing
Logotype	Revise
Lower case	Rotary press
Machine revise	Rough pull
Mackle	Rule
Majuscules	Run on
Make-ready	Run over
Make-up	Runners
Making ready	Running head
Marginal notes	Section mark
Margins	Selectasine
Matrix	Serif
Matter	Set flush
Measure	Set off
Minuscules	Sheet
Modern face	Sheets
Monotype	Short and
Mortice	Shoulder
Nickel-faced stereo	Shoulder head
Octavo	Shoulder notes

Side-heading	Swash letters
Side-notes	Syllabication
Side-stick	Syllabification
Signature	Tail-piece
Signature title	Tail-ornament
Silk screen	Thermography
Slip-proof	Thickness copy
Slug	Thread-stitched
Small capitals	Turn-over
Solid	Tympan
Space lines	Type
Space to file	Type faces
Spaces	Type sizes
Stabbing	Underlay
Star signature	Upper case
Stereotype	Volume signature
Stick	White out
Stippling	Wire-stitched
Stock	Wrong fount
Stone	Zinco
Superior letters (figures)	Zincplate litho

